

Red Wing Public Schools Position Description

Concession Stand Manager

General Information

Department: Activities / Food Service Department / District Office
Unit:
Immediate Supervisor: Activities Director / Director of Student Nutrition Services
Grade Placement:
FLSA Status: Non-Exempt

Position Summary

The Concession Stand Manager oversees the successful operation of the concession stands used during school-sponsored activities.

Essential Duties and Responsibilities

1.	Monitors users who operate concession stands to ensure compliance with Minnesota Department of Health, and USDA guidelines for serving food and beverages.
2.	Trains and supervises concession stand workers.
3.	Schedules, trains, and coordinates with groups using concession stands.
4.	Periodically visits concession stands to ensure compliance with guidelines.
5.	Develops menu and appropriately prices food to cover cost of labor/food.
5.	Inventories all products (food and paper) before and after concession stand use to accurately charge back groups.
6.	Applies for and maintains licenses for concession stands.
7.	Handle cash, credit or check transactions with customers.
8.	Coordinates the ordering of supplies and equipment through the Food Service Department.
9.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training:	High school diploma or GED or its equivalent and 0-2 years of experience in the field or related area.
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	Past concessions experience preferred
Licenses / Certifications Required:	<ul style="list-style-type: none">• Serve Safe Certified (or able to obtain within first year of employment).• Food Manager Protection Certification (or able to obtain within first year of employment).• Others may be required depending on district needs.

Essential Knowledge Required to Perform the Essential Functions of the Position

- Laws, rules, regulations and requirements pertaining to food handling, sanitation and food production in concession stands.
- Fundamentals of customer service.
- Excellent money management, technical skills, and the ability to keep accurate records/reports.

Essential Skills Required to Perform the Work

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, internal and external groups, and general public sufficient to exchange or convey information and to assign / receive work direction.
- Basic math skills.
- Basic (PC) computer knowledge / Point of Sale systems (POS).
- Cleaning and sanitation of food areas, dispensers and equipment.
- Knowledge of properly dating, storing, and rotating inventory.
- Completing and/or overseeing food/beverage ordering and related reports/counts.
- Customer relation skills in dealing appropriately with and interacting with children and staff

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear		X		
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Classification History and Approval

Created: 12/20/17

Revised: 7/14/21