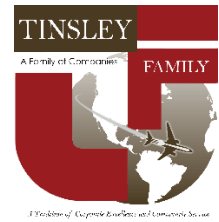


Position Title: Operations Coordinator
Location: Tinsley Family Concessions, Inc.



Objective:

The Operations Coordinator supports branch operations and staff function leaders, ensuring smooth administrative processes. Key responsibilities include managing TSA badge and background check compliance, coordinating new hire orientation and onboarding, data tracking, file maintenance, and overseeing various operational checklists and calendars.

Essential Functions:

- **TSA Badging:** Act as a badging signatory, coordinating between the local TSA office and new hires. Oversee branch-wide badge renewals, maintain audit records, track renewals, and schedule SIDA classes.
- **Recruitment Support:** Provide administrative assistance for recruiting efforts, including job postings, attending career fairs, and scheduling interviews.
- **Onboarding & Orientation:** Coordinate employee orientation, ensure new hire training and paperwork completion, and prepare employees for their first day on the job.
- **Training Administration:** Support and track compliance with ServSafe and Adult Beverage training requirements.
- **Payroll & Documentation:** Answer administrative questions related to payroll, distribute documents and work-related materials, and maintain confidentiality for Personally Identifiable Information and other records.
- **Data Management:** Process updates and generate reports from the employee database.
- **Compliance & Safety:** Maintain operations, compliance, safety, and training logs, process required forms, and ensure accuracy in records and data.
- **Customer Service:** Handle customer service inquiries, following up with guests directly to ensure resolution.
- **Employee Engagement:** Assist in planning and executing associate engagement and recognition programs, including meal vouchers and uniform distribution.
- **Vendor & Facility Coordination:** Manage vendor activities and deliveries, coordinate repair schedules, escort visitors post-security, and oversee equipment maintenance.
- **Inventory & Licensing:** Support period-end inventory management, assist with logistics, permits, vehicle registrations, and inspections.
- **Cash Room Support:** Provide support for cash machines and/or cash room operations as applicable.

Additional Information:

- **Position Status:** Non-Exempt under the Fair Labor Standards Act.
- **Reporting:** Reports to the Senior/Director of Operations.
- **Schedule:** May require a varied and rotating schedule to meet weekly administrative needs.

Join us and be a vital part of our operations team, contributing to a smooth, compliant, and well-organized workplace!