

Centennial Recreation Club

Job Description

Title: CONCESSIONS - Centennial Recreation Club Board of Directors

Summary:

Responsible for managing the concessions inventory, policies, procedures, receipts, and profitability.

This position serves as an active voting member of the Organization, with the responsibility and authority to support the by-laws and policies as established, and to fulfill the criteria and responsibilities of the position elected-to, for the term as set forth.

Essential Duties and Responsibilities:

- Evaluate concessions items to be sold based on sales history or presumed success. Develop policies and procedures related to concessions purchases, management, storage, pricing, tracking, and cash receipts and present to Board for discussion and agreement.
- Purchase items as needed to maintain appropriate inventory levels, deliver items to Club, and store appropriately. Submit purchase receipts electronically to Treasurer to obtain reimbursement.
- Monitor sales and adjust inventory to match demand.
- Collect cash received on a daily basis and make deposits to bank on a weekly basis. Submit bank deposit receipts to Treasurer on a regular basis.
- Track cost versus profit to ensure concessions program is financially self-supporting.
- Provide concession training to lifeguards. Communicate with the Head Guard regarding any concerns related to concession inventory, management, storage, tracking, and/or cash receipts. Elevate discussion to Club President or pool management company President timely if necessary.
- Maintain refrigerator(s) and freezer(s) in a clean and working order. Discuss replacement and/or repair with Board in a timely manner.
- Arrange for purchase and/or disposal of refrigerator(s) and freezer(s) as needed and approved.
- Arrange for clearance of unsold merchandise at the end of the pool season.
- Prepare and deliver a sales and profitability report to be presented at the annual shareholders meeting.
- Attend Annual Shareholder Meeting and prepare thorough officer report.
- Attend Board meetings/events throughout the year to the best of his/her ability, and consistently provide timely and insightful feedback regarding Board business.
- Lead and/or actively participate in sub-committee(s) as assigned or directed by the Directors
- Respond in a timely fashion to all Board communications
- Accept and promote the mission, goals, and objectives of the member owned, family-focused, private recreation club
- Participate regularly by attending all scheduled Board meetings and Annual membership meeting
- Commit to serve on one standing committee (as needed) and to accept special assignments as the needs of the organization dictate
- Represent the Board as a point of contact for membership

Skills, Related Experience, and Equipment Operating Requirements:

- Must be able to pass a background check
- Strong math, organization, and attention to detail skills
- Ability and willingness to collect and/or arrange for collections of concessions receipts on a daily basis and make bank deposits on a weekly basis
- Access to reliable computer, word processing software, and E-mail service
- Ability and willingness to provide consistent and timely customer service via email, phone, and text
- Ability and willingness to speak in front of small and large groups
- Ability to communicate, interact, and work effectively, cooperatively, and timely with all Directors, members/shareholders, and others as needed in the course of this position

Term:

A two-year term (except when filling an unexpired term), subject to election by majority vote of those present at the Annual Membership Meeting.

Directors may be eligible for a discounted membership. The discount shall be determined by resolution of the Board of Directors. To be entitled to said discount, the Board member must complete his or her full term.