

CONCESSION STAND

Reports To:	Building Principal
Qualifications:	Appropriate New Jersey Certification
General Description:	Ability to organize and develop interest in the concession stand's operation within the high school.

Major Duties and Responsibilities:

- 1.1 Check the condition of the concession stand throughout the football season and arrange for all necessary cleaning, maintenance of equipment, etc.
- 1.2 Assess the need for food and beverages based on a variety of conditions (weather, game schedule, etc.).
- 1.3 Place orders for selected supplies with providers such as the food service and arrange for their timely delivery.
- 1.4 Purchase and deliver additional supplies necessary in order to stock the concession stand.
- 1.5 Ensure that there is adequate cash to make change for purchases.
- 1.6 Solicit the assistance of school groups who assist in the operation of the concession stand during games.
- 1.7 Coordinate the scheduling of these groups and supervise their work in the stand.
- 1.8 Interact with both the helpers and the public during the preparation and operation of the stand at each event.
- 1.9 Store leftover supplies for future use.
- 1.10 Arrange for necessary cleaning and maintenance of equipment at the close of the season.
- 1.11 Responsible for the collection, deposit of funds, payment of bills and financial reporting according to board policies and regulations.

- 1.12 Evaluate the program annually to determine its effectiveness and offer recommendations for the following year, if necessary.
- 1.13 Perform additional duties related to activity as assigned by the building principal or assistant principal.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of Board of Education's policy on evaluation of extracurricular staff.

Adopted: October 22, 2001