

POSITION: Panther Booster Club Concessions Manager

REPORTS TO: Panther Booster Club President; Wenatchee High School Athletic Director; Panther Booster Club Board of Directors

SUMMARY: This position provides oversight of all concessions activities and events when the concession stand is open during Wenatchee High School athletic events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Training of all concession volunteers
* Supervises concessions workers during events or designate lead to supervise.
* Ensure that concessions stands are properly stocked for all events.
* Work with PBC executive board to establish budget goals.•
* Attend PBC monthly meetings as a voting board member (required to join the PBC).
* Maintain all Concession equipment cleanliness and annual maintenance.
* Complies with Health Department requirements. PBC will pay for food handler certification.
* Position is very hands on with excessive interaction with staff and customers during events.
* Ordering product and equipment
* Inventory control
* Beverage ordering and receiving
* Price compare and shop for product not delivered by other vendors.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

EDUCATION AND/OR EXPERIENCE

* Prior experience with ordering & receiving and inventory control desired
* Must have a high school diploma or GED equivalent
* Must be eligible to work in the United States

KNOWLEDGE, SKILLS AND ABILITIES

* Must be able to read, write and understand English
* Ability to meet the physical demands of this job
* Strong orientation to customer service and ability to work with other staff members in the facility.
* Ability to meet required budgetary goals.
* Excellent organizational, planning, communication and inter-personal skills.•

 PHYSICAL REQUIREMENTS

* Standing and walking for extended periods of time.
* Frequent lifting/pushing/pulling up to 20-30lbs;

CERTIFICATES, LICENSES, REGISTRATIONS

* Food handlers permit within 90 days of employment
* 1099 Employee/w-9 required

HOURS OF WORK: Shifts vary –Required to have the concession stand ready to open for all events; may work with PBC board for staffing of events.

* Ability to work irregular hours, including nights and weekends
* Hours vary during each season.
	+ Fall season requires the largest number of hours and averages 15 - 20 hours/week from late August – Oct.
	+ Nov – May is approx. 8 – 10 hours/week. No hours are required June-mid August. First event is usually in late August.

COMPENSATION: Salary DOE

TO APPLY: If interested, please complete the job application available on our website at PantherBoosterClub.org. Email completed job application to:

 PBC President Brigid Chvilicek at pantherboostertreasurer@gmail.com.