



Job Description

Position Title: Concessions Coordinator

Purpose of Position

The Concessions Coordinator enhances the experience of Des Moines Christian hosted events through the management of all aspects of organizing and operating the concession stands. In addition to managing the concessions product, this position oversees the groups who sell concessions.

Position

- Part-time, schedule is seasonal according to sports and activity seasons
- Hourly, at-will

Reports to: Food Service Manager

Qualifications

- High School Diploma or GED
- Experience working and/or volunteering at a concessions stand preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in their personal relationship with Jesus Christ.
- Ability to lift 30-40 pounds

Professional Profile

- Demonstrated commitment to the mission of DMCS: Equipping minds and nurturing hearts to impact the world for Christ.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem solving skills.
- Ability to work collaboratively with other departments.
- Manifests effective verbal and written communication skills.
- Demonstrated ability to adapt to changing priorities.
- Demonstrates commitment to the mission of DMC.

Responsibilities

Concession Product and Equipment Management

- Product Management
 - Orders and/or picks-up products (food, beverages and supplies) from approved vendors.
 - Organizes product delivery and maintains an inventory system.
- Menu Management
 - Works with Manager to price items appropriately to cover expenses.



- Works with Manager to determine menus based on product availability and prior item success.
- Prepare menus to print and display electronically.
- Equipment Management
 - Monitors concessions equipment and supplies for any maintenance needs.
 - Ensures equipment is cleaned as needed.

Concessions Workers

- Collaborates with the Student Activities Office on event schedule and to identify groups / volunteers working concessions.
- References DMC Sign-Up Genius Platform regarding concessions event dates, times, and group sign-up.
- Coordinates, trains and maintains regular communication with each point of contact for the various groups / volunteers who work event concessions.

Administrative Duties

- Maintain written processes for workers to follow when running concessions.
- Maintains regular communication with Events Managers on concession stand schedule and cash handling.
- Submits invoices or receipts to Accounting.
- Works with Manger to understand revenues and expenses of the program to ensure profitability.
- Meets with the Director of Finance and Operations and the Food Service Manager to review program operations.
- Works with the state food inspector as needed.
- All other duties as assigned.