



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. This position manages the concessions inventory, equipment, and facilities. They will also communicate schedule reminders to concessions volunteers.

Position

- Part-time, schedule is seasonal according to sports and activity seasons
- This position can be filled by one person or can be done as a job share by two individuals (either at the same time or by season).
- Hourly, at-will

Reports to: Food Service Manager

Qualifications

- High School Diploma or GED
- 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.
- 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 Volunteer Communication

- References DMC Sign-Up Genius Platform regarding concessions event dates, times, and volunteers sign-up. Communicates schedule reminders to volunteers.

Administrative Duties

- Maintains 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.

Revised 8/2022