



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 inventory and facilities, this position helps recruit/manage volunteers, and kicks-off the concessions setup at the start of each event.

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 Workers

- Collaborates with the Student Activities Office on event schedule and to recruit/manage volunteers.
- References DMC Sign-Up Genius Platform regarding concessions event dates, times, and volunteers sign-up.
- Kicks off the setup of concessions for each event including food setup, cashbox/credit card setup, and providing instructions 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 Manager 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.