



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Athletic Events Concession Manager**
Job Family: **Athletics**
Prepared/Revised Date: **May 21, 2024**

FLSA Status: **Non-Exempt**
Pay Range: **S Schedule – grade M8**
Job Code: **63234**

SUMMARY: Responsible for managing concessions at two District stadiums for varsity football games, large track/field meets and special events, upon request. Role requires excellent multitasking and prioritization skills, as well as the ability to work under pressure. Attention to detail and maintaining high standards are paramount to success in this position. Dedication to customer satisfaction and efficient operations will contribute to the success of athletic events.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Staff Training and Management: a. Train and communicate concession expectations and standards to workers, ensuring they understand their roles and responsibilities. b. Hire and manage an assistant concession manager to provide support during events.	W	20%
2. Financial Management: a. Perform opening and closing procedures for events, handling daily reports, preparing cash drawers, and making bank deposits. b. Maintain accurate financial records, including deposit and running reports, and verify inventory before and after each event.	W	20%
3. Inventory Management and Procurement: a. Project product quantities and place orders based on individual event needs. b. Maintain quality control on all food products and recommend pricing structures to maintain appropriate profit margins. c. Evaluate and recommend methods for increasing over-the-counter sales.	W	20%
4. Event Management and Scheduling: a. Manage concessions at French Field and PSD Stadium, overseeing approximately 25 varsity football games from August to November and around 7 large track/field meets from March to May. b. Develop and maintain a master schedule for teams, ensuring adequate coverage for each event.	W	10%
5. Communication and Coordination: a. Maintain open communication with coaches, boosters, athletic directors, and support staff to schedule and address any concerns or special requests. b. Coordinate with assistant concession manager to delegate tasks and responsibilities effectively.	W	10%



6. Quality control and Compliance: a. Oversee concession stand cleanliness, product quality, customer service, and food safety standards. b. Ensure compliance with health and sanitation requirements and determine the menu for each event.	W	10%
7. Equipment Management: a. Determine equipment needs and draft recommendations for purchase. b. Reconcile purchases with the District Athletics Office Manager to ensure accurate financial management.	W	8%
8. Attend work and arrive in a timely manner.	D	1%
9. Perform other duties as assigned.	Ongoing	1%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school
- At least one year and up to and including two years of experience in a supervisory role

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office, and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Athletics and Activities	
Direct reports:	Assistant Concession Manager	1



- Responsible for training and directing the work of concession employees and assisting with addressing complaints and resolving problems

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste				X
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct				X
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	