

Concessions Job Description

Purchaser

Duties for purchasing for concessions include:

- 1) Monitoring inventory when items get low
- 2) Purchasing Popcorn, Candy, Hotdogs, etc. at Sam's Club & Indianhead Foods
- 3) Coordinating with Coke on delivery
- 4) Providing invoices for payments to OABC Treasurer

Scheduler

Duties for Scheduler include:

- 1) Reviewing the Volleyball & Basketball (Boys & Girls) home schedule setting it up on "Signup Genius" (Online scheduling website).
- 2) Sending out volunteer slots needed to the Fall Sports Team Parents. It will be the Team Parents' responsibility to get the volunteer spots filled.
- 3) Input email addresses into "Signup Genius" so that volunteers get notification reminders on when they are to work Concessions.
- 4) Monitor or coordinate with Kevin Thompson (ECM Athletic Director) on additions or changes to home schedule and notify volunteers of changes (typically through "Signup Genius").
- 5) Coordinate volunteers for Concessions if EC Memorial is in the playoffs and it is a home game.
- 6) Coordinate volunteers at the end of the year if EC Memorial is awarded a Sectional or Regional Playoff game. Kevin Thompson will notify you if we are hosting.
- 7) Coordinate with Purchaser to make sure that inventory is adequate.

Volunteer Trainer

Duties for Trainer include:

- 1) Working with Openers & Closers to to they can communicate with Volunteers on what needs to be done before, during and after games.
- 2) You may need to fill in *occasionally* if volunteers are unable to be there.

Opener (V-Ball & B-Ball Parents)

Duties for the Opener include:

- 1) Arrive at the Concessions Area 30-45 minutes before the game.
- 2) Make Popcorn
- 3) Warm the Nacho Cheese
- 4) Start Hotdogs
- 5) Set the cash box up
- 6) Talk with Volunteers about what they need to do.
- 7) You should be able to leave once the game starts.

Closer (V-Ball & B-Ball Parents)

Duties for the Opener include:

- 1) Concessions will close down about 15 minutes before the end of the game.
- 2) Make sure everything gets shut down, swept & cleaned up (Volunteers to clean and shut things down).
- 3) Count money and put it in the Save
- 4) Close and lock up.