

West Fargo Sheyenne Mustang Booster Club

## CONCESSIONS COORDINATOR

Start date: August 1, 2018

Salary: \$1000 per month. This is a 10-month position annually (Aug-May)

Hours: Varies, dependent upon scheduled home activities

### Responsibilities (vary throughout year)

Prior to an activity season beginning:

- Work with Activities Director office to develop schedule for groups to work concessions.
- Plan menu for each concession space.
- Develop list of responsibilities for groups working concessions, including start-up duties, during event duties, and clean up/closure duties.
- Clean facilities, create signage, order and stock product.
- As needed, work with Packer concessions coordinator when shared facilities are involved.

During season:

- Communicate with groups to schedule training, send reminders, etc.
- Provide training. Coordinator's discretion to offer several training sessions that groups can attend or provide "day-of" training to each group.
- Work with Activities office to coordinate product deliveries (some product is ordered through school; others are purchased from local retailers).
- Product shopping at Sam's, Costco, Walmart, etc. as needed.
- Make sure all products and supplies are stocked and facility is ready for next event.
- Have the concession stand ready for operation when group arrives.
- Be available to the group throughout the entire event for questions, help etc. If not in person, be available by phone or assign a back-up contact to be available.
- Provide a monthly update to the Booster board.

End of season

- Manage ordering of final products, return any un-used if applicable.
- Thoroughly clean facilities.
- Assess all equipment for repair/replacement needs.

### Necessary traits

- ✓ Professionalism at all times; positive representation of Sheyenne school and the booster club
- ✓ Excellent oral and written communication skills
- ✓ Exceptional organizational skills to coordinate multiple events in one week
- ✓ Attention to detail
- ✓ High standards for cleanliness in hand hygiene, food preparation and equipment sanitation
- ✓ Flexibility in schedule, as activities vary in length, size, days, times, etc.
- ✓ Physical requirements include standing, walking, carrying, lifting and reaching

### Other requirements

- Candidates must provide two references.
- If offered the position, candidate may be asked to complete a criminal background check and credit check. Findings are subject to approval by the West Fargo Sheyenne Mustang Booster board.

### How to apply:

Send cover letter, resume and references to:

Keith & Robyn Urlacher, Mustang Booster Vice Presidents  
3032 3<sup>rd</sup> Street East  
West Fargo, ND 58078

Or email documents to [wfmustangboosters@gmail.com](mailto:wfmustangboosters@gmail.com)

### Questions?

Contact Robyn at 701-793-3805 or Keith at 701-799-7252 or email [wfmustangboosters@gmail.com](mailto:wfmustangboosters@gmail.com)

**Deadline: June 15, 2018**