



SBP Job Posting



(XYZ) High School Sports Business Program

Merchandise, Concession & Parking Manager

SBP Job Number: 14

Reports to Marketing and Communications Director

Job Description:

Manage and oversee the activities of game day employees engaged in providing food and beverage service, concessions, parking and merchandise during events, and all elements of game day event staff. The person must be a confident and customer minded individual capable of delegating and multi-tasking. Maintain proper sanitation, health and safety procedures and ensure compliance with state and local regulations.

This position will require assisting the Marketing and Communications Director with the forecasting of food and merchandise purchasing as well as the ability to accurately count and handle money to balance the point of sales registers after each event.

Responsibilities and qualifications include:

- Exhibit a positive attitude towards employment staff and customers
- Recommend, inventory, prepare, sell and service food items and merchandise
- Account for all register receipts and gross money collected at the end of each event
- Set up parking controls (cones, gates, barricades) and directional signs for ingress and egress at events
- Organize valet services for V.I.P. customers and community partners
- Assign game day duties to game day employees and volunteers
- Monitor inventory and point of sale transactions
- Forecast parking, concession and merchandise needs based on attendance at similar events
- Maintain sanitation and safety guidelines in accordance with state and local health regulations

Basic Skills: Outstanding organization skills, team building, communication and ability to multi-task

For all interested and qualified applicants, please submit your cover letter and resume.

Contact Information: Teacher Name, Room number, Email / phone

Application Requirements: Extra hours available outside class time (etc)

Application Deadline: Date