

10/08/2015

**Potomac Falls Athletic Booster Club  
Concessions Manager  
Job Description**

The Potomac Falls Athletic Booster Club Concessions manager has the responsibility of maintaining the concessions for all home athletic events during the fall, winter, and spring sports seasons. This would also include playoff events. Concessions are located at Panther Stadium, Panther Baseball/Softball Park, and the Panther Gymnasium.

The Concessions Manager must work closely with the athletic director to obtain schedules for appropriate planning. Communication with the athletic director should include schedule updates, postponements, and cancellations. The Concessions Manager must be a committee chair on the Athletic Booster Club board and provide regular updates during meetings and as needed. A close working relationship with the Booster Club treasurer is required in order to coordinate the finances.

**ANNUAL RESPONSIBILITIES**

- Coordinate cleaning of all facilities in August
- Obtain health inspection appointment and approval
- Assure all equipment is operational

**FALL RESPONSIBILITIES**

- Panther Stadium and Panther Gymnasium
- Obtain coach and team mom contacts for football, cheer, and volleyball
- Communicate schedule and volunteer requirements for concessions
- Prepare orders for stocking the inventory for fall. One large order prior to season and then subsequent weekly orders.
- Set up and prepare football and volleyball concessions for opening.
- Obtain volunteer schedules for football and volleyball home contests.
- Coordinate weekly orders for pizza and sandwich deliveries.
- Update opening and closing instructions.
- Be available (or coordinate) opening for football and volleyball home contests
- Cashbox
- Arrive 1 hour early for football, ½ hour early for volleyball for opening prep
- Manage volunteers during football
- Collect cashboxes at the end of the contests
- At season's end, prepare Panther Stadium Concessions for winter closure
- Coordinate clean prior to water turn off
- Move remaining inventory to Panther Gymnasium concessions

## **WINTER RESPONSIBILITIES**

- Panther Gymnasium
- Obtain coach and team mom contacts for basketball, wrestling, & gymnastics
- Communicate schedule and volunteer requirements for concessions
- Prepare orders for stocking the inventory.
- Move hot dog grill from Panther Stadium to Panther Gymnasium.
- Obtain volunteer schedules for home contests.
- Coordinate weekly orders for pizza and sandwich deliveries.
- Update opening and closing instructions.
- Be available (or coordinate) opening ,
- Cashbox
- Arrive ½ hour early for preparation
- Collect cashboxes at the end of the contests
- At season's end, prepare Panther Gymnasium concessions for closure
- Return hot dog grill to Panther Stadium
- Move remaining inventory to Panther Stadium and Panther Baseball/Softball

## **SPRING RESPONSIBILITIES**

- Panther Stadium and Panther Baseball/Softball Park
- Obtain coach and team mom contacts for soccer, lacrosse, track & field, baseball, and softball
- Communicate schedule and volunteer requirements for concessions
- Prepare orders for stocking the inventory.
- Reopen Panther Stadium and Panther Baseball/Softball concessions
- Assure water is turned on
- Light cleaning required
- Obtain volunteer schedules for home contests.
- Coordinate weekly orders for pizza and sandwich deliveries.
- Update opening and closing instructions.
- Be available (or coordinate) opening ,
- Cashbox
- Arrive ½ hour early for preparation
- Collect cashboxes at the end of the contests
- At season's end, prepare Panther Stadium and Panther Baseball/Softball concessions for closure
- Coordinate donation of drinks and expired items to Project Graduation