

# Proposal to Restructure the Concession Stand Manager Position

## Purpose

The purpose of this proposal is to request approval to restructure the current Concession Stand Manager position by combining the existing two annual stipends into **one annual stipend of \$5,000 plus applicable district benefits**. This proposal reflects the current operational needs of the concession program while creating a more efficient management structure and reducing overall district costs.

## Current Structure

The Concession Stand Manager position is currently compensated through **two separate annual stipends of \$2,547 each**, for a total annual cost of **\$5,094**.

Under the current structure, concession operations support **football, volleyball, girls' basketball, and boys' basketball**. With the completion of the new concession stand, the program will now expand to include **softball and tennis**, increasing the number of athletic events requiring concession services.

As the concession program continues to grow, it is more effective to have one individual oversee all operations and serve as the primary point of accountability for every venue and event.

## Proposed Change

It is proposed that the two existing stipends be consolidated into **one annual stipend of \$5,000 plus applicable district benefits** for a single Concession Stand Manager.

This change would create one position that is fully responsible for planning, coordinating, and managing concession operations across all athletic venues while simplifying accountability and operational oversight.

## Expanded Responsibilities

The Concession Stand Manager's responsibilities extend far beyond working during athletic events. Responsibilities include:

- Managing concession operations for football, volleyball, girls' basketball, boys' basketball, softball, and tennis.
- Ordering food, beverages, and concession supplies for multiple concession locations.
- Managing inventory and ensuring adequate stock for all athletic seasons.
- Scheduling and coordinating concession workers and volunteers.
- Recruiting and training staff and student workers.
- Managing cash handling procedures and ensuring financial accountability.
- Maintaining compliance with food safety and health regulations.

- Opening and closing concession operations during athletic events.
- Coordinating equipment maintenance and supply needs for multiple concession facilities.
- Planning inventory and staffing for seasonal and special events.
- Communicating with coaches, athletic administrators, and school personnel.
- Working evenings, weekends, and other school-sponsored activities throughout the year.

The addition of the new concession stand significantly increases the amount of planning, inventory management, scheduling, and oversight required. Managing **multiple concession facilities** requires additional coordination to ensure each location remains fully stocked, properly staffed, and prepared for events.

## Benefits of a Single Manager

Restructuring the position into one Concession Stand Manager provides several advantages:

- Establishes one clear point of accountability.
- Improves communication between the athletic department and concession operations.
- Creates greater consistency in purchasing, inventory management, and scheduling.
- Simplifies decision-making and operational oversight.
- Ensures all concession facilities operate under the same standards and procedures.
- Supports the continued growth of the school's concession program.

## Recommendation

It is respectfully requested that the Board approve restructuring the Concession Stand Manager position by replacing the current two annual stipends of \$2,547 each with **one annual stipend of \$5,000 plus applicable district benefits**, effective with the upcoming school year.

This restructuring recognizes the expanded responsibilities associated with managing **multiple concession facilities** and supporting additional athletic programs while providing consistent leadership and accountability for one of the school's most important fundraising operations.