

Concession and Merchandise Manager (4)

Reports To: Athletic Director/Assistant Athletic Director

Dept / Campus: Athletic Department

Pay Grade: \$25/hr. for exempt and pay rate+ overtime for non-exempt

Board Approval: August 2026

PRIMARY PURPOSE / FUNCTION:

The Concession and Merchandise Managers will facilitate the administration of concessions and merchandise sales for all events held at Willie Williams Stadium. The Concession and Merchandise Managers will work with the athletic directors and business office to order food and merchandise, maintain inventory, report sales, and schedule workers for all events held at the stadium. They will work with maintenance and custodial departments to keep concession and merchandise facilities clean and orderly. Working hours will be determined by the start and end time of all football, soccer, and track meets held at Willie Williams Stadium.

QUALIFICATIONS:

Education/Certification:

High School Diploma or GED

Special Knowledge/Skills:

Ability to communicate effectively with students, adults, and staff
Basic knowledge of computers and technology
Well organized and proficient in sales procedures
Ability to take money and submit receipts
Patient and calm demeanor with students and others

Experience:

Some experience in concession, sales, and/or retail preferred.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain an accurate inventory of concession and merchandise inventory.
2. Communicate effectively with parents, staff, and student volunteers.
3. Maintain a work schedule for all events held at Willie Williams Stadium.
4. Provide orientation and assistance to all new volunteers.

Concession and Merchandise Manager cont.

5. Work cooperatively with LVISD staff to maintain clean and orderly concession and merchandise facilities
6. Work effectively with Business office to compile, record, and maintain all concession and merchandise sales reports.
7. Maintain food handler's license.
8. Perform other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

Supervise student, parent and staff volunteers in the concession and merchandise sales at Willie Williams Stadium

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written)
Interpret policy, procedures, and data
Maintain emotional control under stress
Ability to manage others in a non-coercive manner

Physical Demands:

Occasional prolonged and irregular hours
Ability to lift and carry 50 lb.

The foregoing statements describe the general purpose and responsibilities to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee

Date

Supervisor

Date