

# Red Wing Public Schools Position Description

## Concession Stand Manager

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### General Information

Department: Activities  
Unit:  
Immediate Supervisor: Activities Director  
Grade Placement:  
FLSA Status: Non-Exempt

### Position Summary

The Concession Stand Manager oversees the operation of concession stands used during school-sponsored activities.

### Essential Duties and Responsibilities

1.	Monitors users who operate concession stands to ensure compliance with Minnesota Department of Health, and USDA guidelines for serving food and beverages.
2.	Hires, trains, and supervises Concession Stand Workers.
3.	Schedules, trains, and coordinates with groups using concession stands.
4.	Periodically visits concession stands to ensure compliance with guidelines.
5.	Applies for and maintains licenses.
6.	Coordinates the ordering of supplies and equipment through the Food Service Department.
7.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

## **Required Education, Training, and Work Experience**

Required Education / Training:	High school diploma or GED
Degree Information:	Not applicable
Major Field of Study or Degree Emphasis:	Not applicable
Required Work Experience:	None
Licenses / Certifications Required:	<ul style="list-style-type: none"><li>• SNA Serve Safe Food Certification (after one year of employment)</li><li>• Others may be required depending on district needs and assignments</li></ul>

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Laws, rules, regulations and requirements pertaining to food handling, sanitation and food production in concession stands.
- Fundamentals of customer service.

## **Essential Skills Required to Perform the Work**

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, internal and external groups, and general public sufficient to exchange or convey information and to assign / receive work direction.
- Use and operation of computers, including work production software.
- Basic math skills.
- Cleaning and sanitation of food areas, dispensers and equipment.
- Storage of food items and rotation of food items.
- Completing and/or overseeing food/beverage ordering and related reports/counts.
- Customer relation skills in dealing appropriately with and interacting with children and staff

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Sedentary Work: Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel		X		
Reach with hands arms		X		
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear		X		
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

## Classification History and Approval

Created: 12/20/17