

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: September 12, 2017



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**Recognition:**     Students                       Staff                       Parents

**Information:**    Building Report             Old Business             Superintendent's Report

**Action:**         Resignation                       Hiring                       Contract Service Agreements

Travel Out-of-State             Travel In State             Approvals

Termination                       Legal Matters             Other:

                    This action request pertains to  Elementary (only)     High School/District Wide

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**Date:**        September 7, 2017

**To:**            **Corrina Guardipee-Hall**  
                    Superintendent of Schools

**From:**        Tony Wagner Director of Student Activities  
**Title:**         Student Activities Director

**Subject: Concessions Sponsor**

**Description:** Create new position for Concession Sponsor. This position will be working directly with the Activities Department at the High School. The duties will be managing the concessions at the high school for all sporting events during the school year. Currently we have concessions during the fall and winter sport seasons. The stipend for this position will be \$6,000.00. Please see attached position description.

**Financial Impact:** \$6,000.00 x 18% = 7,080.00

**Funding Source (Budget/grant, etc):** High School Impact Aid 226.60.720.3500.150

**Attachment(s):** Job Description

**Approval:** Superintendent's Office/Finance/Personnel as applicable (Initial) \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**     N/A (Info)     Approved     Denied     Tabled to: \_\_\_\_\_

Browning Public Schools  
JOB DESCRIPTION  
Effective: September, 12, 2017

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**Concession Sponsor**

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**Summary of Functions**

The Concessions Manager is responsible for managing concession stands of Browning High School ensuring that all operations are carried out successfully.

Works as needed. Must be able to work flexible hours which will include nights, weekends, and/or holidays

**Essential Duties and Responsibilities**

General

- 1) Maintains communications lines with school management for effective event planning.
- 2) Maintains optimum standards of sanitation and safety in accordance with all applicable regulations.
- 3) Ensures accuracy and accountability of all cash handling procedures of the food and beverage department.
- 4) Schedules, trains, and directs all Concession staff.
- 5) Identifies marketing opportunities and develops strategies to achieve greater sales volume.
- 6) Maintains proper inventory levels for scheduled events by working with warehousing staff.
- 7) Ensures compliance with all regulations
- 8) Ensures adequate levels of product by continual supervision of stock levels.
- 9) Ensures concession stands are set up for each business day.
- 10) Upholds and enforces hospitality standards through daily reminders, training, observations, follow-up; investigates food quality and service complaints.
- 11) Maintains positive client and customer relations.
- 12) Develops a highly engaged team and cultivates an employee first culture.
- 13) Prepares various operational reports.
- 14) This position will be responsible for prepping, cooking and baking.

**Supervisory Responsibility**

- Manages and supervises staff, volunteers, and students during events.
- Responsible for the overall management and coordination of concession employees
- Carries out supervisory responsibilities in accordance with the school district policies and applicable laws.

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- Responsibilities include training, planning, assigning, and directing work and addressing complaints and resolving problems

### **Knowledge Skills Abilities**

- Ability to write, read and comprehend instructions and correspondence.
- Able to express himself/herself clearly and concisely in communications.
- Able to perform duties with an awareness of all District requirements and Board policies.
- Ability to handle stressful situations
- Ability to effectively manage time and responsibilities.
- Demonstrate clear, effective interpersonal skills including neat and clean appearance.
- Possess knowledge of sanitation standards and chemical use in the kitchen.
- Flexibility to work irregular hours depending on the needs of the concession department.
- Work effectively in challenging situations
- Ability to effectively work and communicate with students, parents, and school staff.
- Ability to work harmoniously with others.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Knowledge of materials and methods used in cooking.
- Knowledge of kitchen equipment and how it operates.
- Knowledge of Food Service equipment.

### **Required Qualifications**

1. Any combination of training, education and experience equivalent to graduation from high school.
2. Successful experience working in a food service capacity.
3. Successful experience supervising employees and/or volunteers.

### **Preferred Qualifications**

1. Experience working in a school concession stand environment.

### **Necessary Special Requirements**

1. Must be able to obtain and complete 8 hours Serve Safe Certification after hire.
2. Applicant will be required to complete USDA Professional Standard Training Requirements as required for continued employment.

### **Physical and Mental Demands and Work Hazards**

- Frequently required to walk and continuously required to stand.
- Frequently bend or twist at the neck and waist.

### **BOARD AGENDA REQUEST**

- Occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl.
- Guidance and reinforcement are infrequently available.
- Mathematics, estimating, and problem solving are frequently used/required on the job.
- Repetitive movements of arms, wrists, hand grasping and hand squeezing.
- Required to lift, carry up and push/pull up to 50 pounds regularly with or without an accommodation.
- Demonstrate professionalism and appropriate judgement in behavior, speech, and dress in a neat, clean, and appropriate manner.
- Regularly works inside in a concession stand environment.
- May work on slippery surfaces.
- Required to stand regularly and for lengthy periods of time.
- Occasionally walk and crouch.
- Ability to meet deadlines with severe time constraints.
- The environment can be stressful due to the nature of the work.
- The noise level in the work environment is usually moderate to loud.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- Required to be able to hear conversations in loud and quiet environments.
- The employee frequently works within time constraints and must maintain attentiveness intensity.
- Frequently involved in interactions which require oral and written communications.
- Exercises flexibility and the ability to shift from one task to another.
- Works within time constraints and maintains attentiveness intensity.
- Involved in social interactions which require oral and written communications.

The duties, physical demands, work-environment characteristics, and mental/motor demands described within this vacancy announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job with compliance with the American with Disabilities Act Amendment Act (ADAAA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.