



Job Title: Concessions Coordinator

Reports to: Athletic Director

Job Summary:

The ***Concessions Coordinator*** will be a Christian who assists the Athletic Department by managing the concessions area and its volunteers, purchasing and stocking inventory, and ensures concession stands are game day ready for service and sales. He or she must be a mature Christian who also agrees with The First Academy philosophies, vision and mission statement. This position is a part-time hourly position of approximately 25 hours per week, subject to home athletic events.

Must be available to work evenings and weekends.

Essential Job Functions:

- Responsible for full management of concession stands
- Create Sign-Up Genius for the fall, winter and spring sports seasons
- Promotes volunteer opportunities via Sign-Up Genius, social media and Renweb
- Purchasing and inventory control for each concession stand
- Rotation of stock and receiving delivery orders
- Goes shopping to wholesale stores to purchase supplies and snacks
- Cleaning and detailing of the concession stands to the highest safety and cleanliness standards
- Oversees prep and flow of food items in concession stands
- Ensure game day concessions are running according to schedule, including opening and closing
- Responsible for record keeping, deposits, and submitting invoices for payment
- Assist in other home game day responsibilities as directed by the Athletic Director

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding of sound Biblical principles
- Feels called by God to serve at The First Academy
- Present a positive image of the school to others and to the community
- Ability to maintain an appropriate work/life balance
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others
- Ability to maintain confidentiality pertaining to school/student matters

- Cash and credit card handling experience preferred
- Previous food service operations a plus
- CPR and First Aid certification a plus
- Possess a high school diploma or equivalent

Physical Requirements:

	None	up to 1/3 (occasionally)	1/3 to 2/3 (frequently)	2/3 and more (regularly)
Standing for prolonged periods				✓
Sitting for prolonged periods				✓
Talking				✓
Hearing audible alarms, voice commands with background noise				✓
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls			✓	
Climb Stairs / Ladders			✓	
Balance		✓		
Stoop, kneel, crouch or crawl			✓	
Reach, pull, push with hands and arms above head			✓	
Reach, pull, push with hands and arms below head			✓	
Repetition-using an input device-a keyboard or mouse-in a steady manner			✓	
Lifting up to 50 pounds with control			✓	
Pushing up to 50 pounds with control			✓	
Close vision with or without corrective lens. <i>(clear vision at 20 inches or less)</i>				✓
Distance Vision with or without corrective lens. <i>(clear vision at 20 feet or more)</i>				✓
Peripheral Vision <i>(ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)</i>				✓
Depth Perception (vision, ability to judge distances and spatial				✓

relationships)				
Ability to maintain alertness and attentiveness up to 8 hours				✓
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				✓
Ability to smell				✓
Ability to work in wet, humid conditions (non-weather)			✓	
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold			✓	
Will include exposure to Bodily Fluids (blood, vomit)		✓		
Noise Level-Loud Noise (Noise when raised conversation is needed)				✓

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Consistent attendance is a job requirement.