



Job Title: Concessions Assistant

**Reports to: Senior Director of Finance**

**Job Summary:**

The **Concessions Assistant** will be a Christian who assists the Food Services of The First Academy by managing the concessions area and its volunteers, purchasing and stocking inventory, and ensuring 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's philosophies, vision, and mission statement. This position is a part-time hourly position of approximately 15-25 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 at PSAC and CFFH
- Promotes volunteer opportunities via Sign-Up Genius, and social media and ensures adequate staffing of concession stands for all home games
- Purchasing and inventory control for each concession stand
- Rotation of stock and receiving delivery orders
- Cleaning and detailing of the concession stands to the highest safety, cleanliness and Health Department standards
- Oversees prep and flow of food items in concession stands
- Ensures food preparation is done to the highest quality and cleanliness standards
- Ensure game day concessions are running according to schedule, including opening and closing
- Responsible for record-keeping, deposits, and submitting invoices for payment. Responsible for pricing and budget to ensure the profitability of the concession operations
- Ensures control over cash and inventory while concessions are operating
- Supervises Concession Assistant and volunteers

**Required Qualifications and Experience:**

- Your service at The First Academy is a ministry. In your ministry role, it is imperative that you understand the importance of embracing a Christian Worldview and being an ambassador for the Gospel. The Baptist Faith and Message of 2000, The First Baptist Church of Orlando, and the School's Statement of Faith outlined in Article III of its By-laws are the guidelines of Biblical interpretation and application to social and lifestyle issues at The First Academy. As an employee of The First Academy, you agree to minister and be a role model to students and others within these guidelines.
- Evidence of 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 and integration of sound Biblical principles in classroom instruction and personal counseling

- Feels called by God to serve at The First Academy
- Present a positive and welcoming image of the school to others and the community
- Must possess good computer skills including, but not limited to, POS system management – Shopify a plus, Sign-Up Genius, Social Media platform design, and posting experience, Excel, Google platform including Drive, Calendar, Sheets, and Docs
- 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 or management a plus
- This job is very physical and fast-paced. The majority of the shifts you work will require standing and filling orders. Additionally, you must have the ability to move large quantities of boxed inventory to set up and prepare for shifts
- 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.**