

POSITION DESCRIPTION, DECATUR COUNTY

Job Title: Concession Manager

Location: Decatur County Youth Sports Complex

Reports To: Facilities Director or Complex Operations Manager

Job Type: Part-Time / Seasonal

Position Summary:

The Concession Manager oversees all aspects of concession operations at the Decatur County Youth Sports Complex. This role includes managing staff, coordinating schedules, ensuring inventory and supply levels, maintaining cleanliness and hygiene standards, and providing excellent customer service. The ideal candidate is organized, personable, and committed to creating a positive experience for guests, staff, and volunteers.

Key Responsibilities:**Staff & Scheduling**

- Hire, train, supervise, and schedule all concession stand workers.
- Create weekly staff schedules to ensure full shift coverage for all events and activities.
- Ensure all team members are aware of their duties and are working effectively.
- Foster a positive and productive working environment to ensure staff morale remains high.

Inventory & Purchasing

- Monitor and manage inventory levels of food, beverages, and paper goods.
- Place timely and cost-effective orders for concessions and restroom supplies.
- Maintain accurate records of purchases and inventory usage.

Facility Cleanliness & Safety

- Oversee daily and weekly cleaning of concession areas, equipment, and storage spaces.
- Ensure restroom facilities are clean and well-stocked (toilet paper, soap, paper towels).
- Follow all health and safety regulations for food handling, sanitation, and staff hygiene.

Customer Service

- Ensure all patrons, including spectators and guests, receive prompt and respectful service.
 - Resolve customer complaints and concerns in a courteous and efficient manner.
 - Serve as a point of contact for event-day operations related to concessions.
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Qualifications:

- High school diploma or equivalent (some college preferred).
 - 2+ years of experience in food service, concessions, or retail management.
 - Knowledge of food safety regulations (ServSafe certification preferred).
 - Strong organizational, leadership, and multitasking skills.
 - Excellent interpersonal and communication skills.
 - Availability to work evenings, weekends, and holidays as needed.
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Working Conditions:

- Must be able to stand for long periods.
 - Ability to lift up to 30 lbs.
 - Indoor/outdoor working environment depending on the event schedule.
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Compensation:

- Competitive hourly wage based on experience

Interested applicants should complete an online application <https://decaturcounty.in.gov/employment> and submit application to hr@decaturcounty.in.gov

Decatur County is an Equal Employment Opportunity Employer

Posted: April 23, 2025

Removed: May 9, 2025