

Position Description
County of Decatur, Indiana

Job Description – Food & Beverage Coordinator (Part-Time)

Position Title: Food & Beverage Coordinator

Department: Parks & Recreation

Reports To: Sports/Recreation Coordinator

FLSA Status: Non-Exempt

Hours: Part-Time, up to **28 hours per week**

Pay Rate: **\$18.00 per hour**

Locations: Decatur Youth Sports Complex, Pirate Park, Armory, etc..

Position Summary:

The Food & Beverage Coordinator is responsible for managing food and beverage operations across multiple facilities, including the Decatur County Youth Sports Complex, Pirate Park, and any area that Parks and Rec provide Food and Beverage Services. This position oversees concession stands, ensures compliance with food safety standards, manages staff, and provides quality service to guests during practices, games, tournaments, and community events.

Essential Duties & Responsibilities:

- Oversee daily operations of concessions at the Parks and Recreation Facilities and/or events operated by Parks and Recreation.
 - Recruit, train, schedule, and supervise part-time and seasonal concession staff.
 - Ensure compliance with state and local food safety and sanitation regulations.
 - Manage inventory, order supplies, and maintain accurate records.
 - Monitor and ensure proper cash handling procedures and accountability.
 - Coordinate concession operations for leagues, tournaments, and special events.
 - Deliver excellent customer service and resolve guest concerns promptly.
 - Maintain clean, safe, and organized concession areas and equipment.
 - Assist with menu planning, pricing, and promotions to enhance revenue.
 - Perform other duties as assigned.
-

Qualifications:

- Minimum age: 18 years.
 - High school diploma or GED required; some college preferred.
 - Previous food service, concessions, or hospitality management experience strongly preferred.
 - Knowledge of food safety standards and cash handling procedures.
 - Strong leadership, communication, and customer service skills.
 - Ability to work flexible hours, including evenings, weekends, and holidays.
 - Ability to lift up to 40 lbs and work in fast-paced, outdoor environments.
-

Work Schedule & Compensation:

- Part-Time, up to **28 hours per week**.
- **\$18.00 per hour**.
- No benefits due to part-time status.

Decatur County is an Equal Employment Opportunity Employer

Interested applicants should complete an online application and return to hr@decaturcounty.in.gov

Date Posted: 1/13/2026

Date Removed:

1/27/2026