JOB POSTING

TO: All Department Heads
FROM: George Cannon, Civic Center Director
DATE: April 20, 2021
SUBJECT: Job Opening – Concession Manager

This is one vacant position for Concession Manager that exists within the Community Affairs Division at the Civic Center. If a city employee does not fill this position within ten (10) working days of this notification, it will be open to the public on 5/1/2021.

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB
Reports to the Civic Center Director/Assistant Director. Responsible for planning, scheduling, and supervising an effective and profitable concessions operation at the facility. Assists in various aspects of food and beverage service at facility.

EXAMPLES OF DUTIES
Plans, organizes, and supervises the buying and selling of food and drinks, including alcoholic beverages, to customers of the facility. Develops and implements and effective “Alcohol Awareness Program” and maintains liquor/alcoholic beverage control and consumption policy enforcement responsibilities. Recruits, selects, trains, and supervises several part-time employees engaged in the preparation and dispensing of food and drinks. May survey area facilities food and beverage operations, research food/beverage products for sale, equipment, and technology; makes timely recommendations to Director for improvement and pricing. Acts as liaison between caterers and customers. Coordinates the buying of merchandise and equipment and tracks inventories on a regular basis. Evaluates and recommends menus and prices to maximize profitability and customer satisfaction. Maintain adequate supervision and cleanliness of Kitchen area. Keep a constant contact with all Caterers that use premises at various times. Follows the Louisiana Governmental Code of Ethics for public servants. Performs other reasonable duties within the scope of work or in emergency situations as assigned by the appropriate authority.

EXAMPLES OF EVENT RESPONSIBILITIES:
Plans, organizes, and directs the stocking, sale, and inventory of merchandise for resale based upon experience and knowledge of shows by type audience and expected attendance to maximize profit and minimize waste. Serves as event manager for activities where food and/or beverage is primary function as in parties and banquets. Acts as liaison to merchandise contractor to ensure accuracy and completeness.

MINIMUM QUALIFICATIONS:
Training and Experience:
Completion of college level course work or specialized training in business, food handling and preparation or restaurant manager preferred or five years’ experience in a responsible position of a related field with two years supervisory experience in high volume food service environment, including experience with alcoholic beverage sales. Experience in multi-purpose sports or entertainment facilities preferred.

Knowledge, Skills and Abilities:
Considerable knowledge of buying and selling semi-prepared foods and food related items. Ability to plan, organize and direct the work of subordinates. Ability to establish and maintain effective working relationships with employees, suppliers, and the public. Ability to control and monitor cash register and inventory. Ability to communicate clearly and concisely both verbally and in writing. Knowledge of state and local health laws pertaining to the storage, handling, preparation and dispensing of food and beverages. Skilled in good housekeeping practices of areas where food is stored, prepared, and served or dispensed.

LICENSES AND CERTIFICATES:
Appropriate alcoholic beverage permit required by State as well as appropriate health certification preferred but not required. Valid Driver’s License.