

# CONCESSION MANAGER

CLOSING DATE: Open until the needs of the City are met.

## *SALARY AND HOURS*

\$ 10.25 Per hour

Paid bi-weekly. Varied working hours up to 16-30 hours per week during summer season.

## *JOB DESCRIPTION*

East Valley public recreation community center is seeking a personable, customer minded and confident individual to manage the concession operation (food/beverage). This individual will supervise and train the part-time support staff, set schedules, maintain sanitation/hygiene levels with county standards, prepare and sell food items, operate a P.O.S. system, maintain food prep/cook system, and coordinate concessions with parties, rentals, birthday parties and special events.

## *JOB DUTIES*

- Operate a food/beverage concession operation around a multi-facility and event community center.
- Hire, instruct, train, schedule, evaluate part-time staff in the food/beverage operation.
- Maintain high sanitation/hygiene expectations that will meet or exceed county standards.
- Recommend, inventory, prepare, sell, service food items to internal and external customers.
- Exhibit a high degree of customer service skills and positive attitude with staff and customers at all times.

## *EXPERIENCE AND TRAINING*

- High School degree
- Experience in food prep, sanitation and hygiene.
- Experience in supervising/managing p/t staff.
- Food handling certification required.
- CPR/First Aid certification preferred.

For applications and contact information: **Kiwanis Recreation Center**  
**Attn: Jerry Judkins**  
**6111 S. All-America Way**  
**Tempe, AZ 85283**  
**(480) 350-5701**