



Sun City Peachtree Softball Club

Job Description

POSITION:	Concessions Coordinator
REPORTS TO:	Board Liaison as determined and assigned by the Board
TERM:	Appointed by Board to serve annually, calendar year January 1 through December 31.
JOB DUTIES:	<p>The responsibilities of the Concessions Coordinator shall include:</p> <ol style="list-style-type: none">1. Serve as chair of the Concessions Committee.2. Work within the softball community and SCP community as a whole to solicit opportunities for pods, clubs, or other interest groups to provide concessions on a Saturday during softball season as a fund-raising activity. Including:<ol style="list-style-type: none">a. Work with Board to obtain available concession dates within season schedule.b. Implement a lottery or other random process for assigning dates.c. Obtain signed contracts and deposits.d. Provide guidance and written directions on the entire process, including recommended food and beverages, pricing, etc.e. Work through Board liaison to obtain approval for non-standard food selections and/or pricing.f. Ensure a committee member is available at the ball field to provide any assistance or information required by the group.g. Ensure the assigned group has met the terms of the contract regarding take-down, clean-up, storage of canopies, tables, etc.h. Follow-up with each group to gauge the success and profitability of their assigned Saturday and adjust recommended food, pricing, etc. as needed.3. Provide concessions on those Saturdays designated as Softball Club dates (Opening Day, Closing Day, etc.). Including:<ol style="list-style-type: none">a. Solicit volunteers from within the club membership (players, spouses) to work the concession area, cook, serve, take money, assemble and disassemble table, canopies, etc.b. Ensure adequate food and beverages are purchased and on-site for those Saturdays, including safe handling and storage of perishables.c. Work with Club Treasurer to obtain adequate cash, change, etc. for sales.d. Work with Club Treasurer to count proceeds for bank deposit.e. Work with Club sponsors as available to provide food if cost effective

	<ol style="list-style-type: none"> 4. Coordinate the purchase and/or passing of supplies, food, beverages, etc. between consecutive groups on a week-to-week basis during the season. 5. Ensure Club grill is in good working order and work with Equipment Coordinator to ensure an adequate supply of propane is on hand each week. 6. Ensure any supplies (canopies, tables, utensils, etc.) that are kept in sports building storage room are kept neat and secure. 7. Maintain an up-to-date contact list of pod captains, group or club leaders, etc. that have done or want to do concessions so that solicitations for Saturday dates can be easily accomplished each season. 8. Train new groups on proper processes and protocols for Saturdays. 9. Work with Board on an annual basis to update concession contract as needed.
<p>QUALIFICATIONS:</p>	<ol style="list-style-type: none"> 1. Current membership and good standing in the Softball Club 2. Past administrative experience a plus 3. Good organizational and communication skills 4. Work well with others