



CONCESSIONS MANAGER

DESCRIPTION

- One (1) volunteer is required for managing the concessions stand for each Home Meet.

REQUIREMENTS

- The CONCESSIONS MANAGER will not be changed during a Dual Meet unless under exigent circumstances.
- The CONCESSIONS MANAGER will use sanitary gloves in handling all foods.

DUTIES

- The CONCESSIONS MANAGER manages the Concessions Stand operations and Concessions Stand staff -- the CONCESSIONS ASSISTANTS and CONCESSIONS GRILL OPERATOR.
- The CONCESSIONS MANAGER will ensure that all monies collected during the sale of the food products is accounted for and placed into the Concessions Stand Lock-boxes.
 - ❖ From time-to-time throughout the Meet, the CONCESSIONS MANAGER will process excess monies (remove and count) from the Concessions Stand Lock-boxes, keeping a minimal amount of cash necessary for change.
 - ❖ The removed excess monies will be given to the TREASURER during the Meet. A slip will be placed into the Lock-boxes stating how much money was removed.
 - ❖ At the end of the Meet, the CONCESSIONS MANAGER will count all monies left in the Concessions Stand Lock-boxes plus the Concessions Slips and give all to the TREASURER.
- The CONCESSIONS MANAGER will maintain an Away Team Concessions Form for all food given to the Away Team staff.
 - ❖ The Away Team Concessions Stand Form will contain the Away Team Staff name, Food purchased and Food price.
 - ❖ At the end of the Meet, the CONCESSIONS ASSISTANTS will tally the Away Team Concessions Form and submit the total to the Away Team Meet Director for payment.

PRE-MEET

- The CONCESSION MANAGER will assist with the Concessions Stand set-up.

POST- MEET

- The CONCESSION MANAGER will assist with the Concessions Stand break-down and clean-up.