

Concessions Coordinator – Multi-Field Tournaments

Reports To: Baseball Director / Tournament Director

Location: On-site across multiple baseball complexes and field locations

Status: Seasonal / Tournament-Based (3-4 Tournaments per Year)

Position Summary

The Concessions Coordinator oversees, coordinates, and manages all concession operations across multiple fields and facilities during WAA Baseball's large-scale youth baseball tournaments. This role requires strong operational leadership, logistical planning, and staff management to ensure consistent service, food safety, and profitability at high-volume events serving hundreds to thousands of players and spectators.

Key Responsibilities

Tournament-Wide Concessions Management

- Oversee concession operations across multiple fields, complexes, or tent locations
- Develop and implement standardized menus, pricing, and procedures across all sites
- Coordinate delivery, setup, and breakdown of equipment and supplies at each location
- Ensure consistent service quality and branding across all concession stands

Staffing & Leadership

- Train and manage volunteers for multiple sites
- Assign site-specific supervisors or stand leads as needed
- Communicate staffing needs, and expectations clearly
- Provide quick on-site problem-solving for staffing gaps or operational challenges

Inventory, Purchasing & Logistics

- Forecast demand based on tournament size, schedules, prior data and expected attendance
- Order food, beverages, ice, and supplies in bulk for multiple stands
- Track inventory distribution and reallocation between sites as needed
- Minimize shortages, waste, and overstock through ongoing monitoring

Financial Oversight

- Implement WAA's standardized cash-handling and POS procedures across all locations

- Coordinate cash boxes, digital payment systems, and end-of-day reconciliation
- Collect sales data from all fields and submit consolidated tournament reports
- Identify opportunities to improve efficiency and profitability

Food Safety & Compliance

- Ensure all concession locations meet health department regulations
- Oversee food storage, temperature control, and sanitation practices
- Train staff and volunteers on basic food safety requirements
- Conduct routine checks to ensure compliance throughout tournament weekends

Customer Service & Tournament Experience

- Ensure fast, friendly, and professional service during peak hours
 - Address customer concerns and resolve issues promptly across all sites
 - Collaborate with tournament staff to support schedules, weather delays, and special events
 - Help create a positive tournament environment for families, players, and officials
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Qualifications

Required

- Strong organizational, leadership, and multi-site coordination skills
- Experience supervising staff or volunteers across multiple locations
- Ability to handle high-volume operations in fast-paced environments
- Cash handling and basic financial reporting experience
- Excellent communication and problem-solving skills
- Ability to work long days, weekends, and varied schedules
- Ability to lift and transport supplies (30–40 lbs) as needed

Preferred

- Previous experience in large event concessions, tournaments, or festivals
 - Food service management or concessions leadership background
 - Experience with POS systems and digital payment platforms
 - Familiarity with youth sports tournament operations
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Work Environment & Schedule

- Outdoor, multi-site work environment
- Extended tournament hours, including early mornings and evenings

- High-pressure operations during peak game times and meal periods
 - Frequent movement between concession sites
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Compensation

- Free baseball registration for one player
 - Eligible for stipend based on performance
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Ideal Candidate Traits

- Highly organized and detail-oriented
 - Strong leader who can manage people and logistics simultaneously
 - Adaptable, calm under pressure, and solution-focused
 - Customer-service minded with a commitment to quality
 - Passion for youth sports and community-based events
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