



Concession Stand Manager

This non-voting board member position reports to the Bulldog Hockey Association Board and considered a critical position, fulfilling all volunteer and fundraising obligations.

Term Duration and Year of Election

Not applicable; this is a non-elected board member position.

Description

This position will be responsible for setting the schedule for the concession stand, managing and purchasing concession stand inventory. The Concession Stand Manager will work closely with the Volunteer Coordinator and Ice Scheduler. Will need to know when home games are scheduled for both youth and high school.

Tasks include but are not limited to:

- Find volunteers to be openers and closers to cover all hours that the Concession Stand is open. Ideally, you would need five (5) people.
- Set Schedule for the Concession Stand for all shifts and send to Volunteer Coordinator to post on DIBS. Schedule openers and closers for each start/end to the day.
- Place orders and put away – Pepsi, Hermel, Kernel Concession Supply, Cheese Shoppe, Hometown Bank and First Farmers & Merchants.
- Purchase items at Sam's Club
- Maintain calendar in concession stand of schedule of workers and games and update sign in sheet for volunteers.
- Hang up list of when pizzas are ordered/times (not required, nice for the volunteers to know).



- Talk with Board Treasurer to set up prices and that person is the contact when questions or concerns arise.
- Work with the Le Sueur Community Center to ensure LSCC equipment is in working order.
- Call in work requests for machines that are not working.
- Keep track of hours worked for openers/closers and turn in to the Volunteer Coordinator at the end of each month/season.
- Monitor schedule if volunteers are not signed up, send email blasts to Bulldog Community and cancel as needed if bad weather, etc.
- Getting change at the bank for cash drawer and maintaining enough for tournaments and games.