



SYBA Concession Stand Manager Role Description

The Concession Stand Manager performs various functions related to the operation of the Concession Stands for all Somerset High School Baseball and Softball home games and Somerset Youth Baseball Association functions including games and tournaments.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Oversee all operations of the concession stands.
- Create volunteer schedule.
- Determine menu and pricing for the season.
- Purchasing and stocking all food and non-perishable items.
- Oversee day-to-day operations of the concession stands, which may include:
 - Opening procedures for stand operation
 - Training volunteers in concession operation
 - Close stand at event end
 - Perform end of shift cash handling procedures.
 - Ensure all concession areas have proper displays and merchandise.
- Oversee volunteer scheduling and administrator for volunteer sign-up website.
- Cash deposits are made in timely manner working closely with SYBA Board Treasurer in regard to banking needs for operation.
- Prepare monthly report for Somerset Youth Baseball Association (SYBA) Board of Directors board meetings regarding operations, expenses, income and maintenance requests.
- Maintain clean work area. Bring concerns and maintenance items to board meetings.
- Track expenses and income. Work with SYBA Treasurer regarding inventory requests.
- Responsible for coordinating all SYBA functions, including High School events and tournaments held throughout the year.

Hours will vary, depending on event and number of events scheduled in a week. Concession stand must be opened at the beginning of the event and closed at its conclusion. Schedule includes evenings and occasional weekends.

Pay is \$1500 for months March - July.

If you are interested or have any questions, please contact Doug Wendt at somersetbaseball@gmail.com.