



PAWS Concessions

The PAWS Store is looking for a Concessions associate to provide concessions for Varsity and some Junior Varsity athletic events in order to maximize concessions sales and provide service to the Parish community and visitors.

QUALIFYING CHARACTERISTICS

- Hard-working, flexible, able to multi-task
- Responsible and trustworthy
- Detail oriented
- Ability to quickly process transactions while keeping an accurate cash box
- Possess a customer service mentality while considering profitability
- Enjoy working with others, helping customers and interacting with students
- Ability to work after school hours starting after 4:30 through evening hours up to 10:30 p.m. (during football) season, some school day or weekend events optional

ESSENTIAL FUNCTIONS

- Open, manage and close indoor and outdoor concession stands for varsity and junior varsity athletic events
- Coordinate and supervise an opposite side temporary stand for football games
- Operate, maintain and clean machines in the concessions stands
- Stock all items, ensure appropriate inventory at events
- Provide supply lists to store manager in advance of games, and/or going to Sam's Club to pick up orders
- Assist in recruiting, coordinating of volunteers. Delegate to and work with volunteers.
- Report sales and details of events to store manager, and prepare a timely deposit following each game
- Annual estimate of time required is 200 hours, this includes time when stand is open as well as preparation and post event financial duties
 - Approximate number of games based on 2017/18 seasons (exclusive of potential play-off games)
 - Football (5-6)
 - Volleyball (10)
 - Basketball (15)
 - Soccer (2-3)
 - Field Hockey (1-2)
 - Lacrosse (1-2)
 - Baseball/Softball (10)
 - Track (if full time job conflicts with weekday meets, these are not required to be worked), some potential Saturday events (1-2)

The above description covers the most significant duties performed but does not exclude assignments not mentioned.

PHYSICAL REQUIREMENTS:

- Stand for extended periods of time.
- Required to sit, talk, hear and visually intercept visitors.
- Turn, bend, reach and climb a ladder.
- Be able to occasionally lift up to 30 lbs.
- Works in a traditional climate controlled office environment as well as works in outside weather conditions, including extreme heat and cold.

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.