



POSITION DESCRIPTION

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| JOB TITLE: Concessions Coordinator | COMPANY: SAVOR...SMG |
| DEPARTMENT: Food & Beverage | FACILITY: Mohegan Sun Arena @ Casey Plaza |
| REPORTS TO: Director of Food & Beverage/ Premium Services Manager | FLSA: HOURLY-NON EXEMPT |

POSITION SUMMARY:

This position is responsible for the assisting in the oversight of the concessions operation. Duties include supervision of event day concessions operations in the absence of the Director of F&B, or whoever is the F&B manager on duty.

POSITION RESPONSIBILITIES:

- Schedule all event day concession workers, concession cooks, bartenders, non-profit group volunteers and subcontractors.
- Supervise concession operation and assist where needed on event day to ensure accurate staffing, food production levels, quality control and timely service.
- Attend in-house event-related meetings and relay immediate changes with other departments.
- Oversee all proper food and beverage policies and procedures in all areas including SMG OSHA safety standards and practices.
- Assist with monthly physical inventory
- Maintain concession uniforms.
- Oversee event day transfers and closing procedures.
- All other duties as assigned.

WORK CONTACTS:

Daily contact with the Food & Beverage Director, Premium Services Manager, Warehouse Coordinator and all other food and beverage and arena employees.

SUPERVISORY RESPONSIBILITIES:

Supervise all hourly concessions staff, non profit group volunteers, warehouse staff and subcontractors.

PHYSICAL EFFORT:

This position requires stooping and lifting. Substantial walking and manual dexterity to operate concessions, warehouse and catering equipment plus office equipment such as a computer is required.

WORKING CONDITIONS:

Works throughout the facility.

MINIMUM REQUIREMENTS:

- Must possess at least two years of experience in an arena like facility or similar servicing concessions and catering for large events.
- Must possess advanced oral and written communication skills.
- Must possess strong orientation to customer service and ability to work with other staff members in the facility.
- Must be a results oriented individual with the ability to meet required budgetary goals.
- Must possess excellent organizational, planning, communication and inter-personal skills.
- Must possess the ability to undertake and complete multiple tasks.
- Must possess computer skills to include Word and Excel programs.
- Must possess experience with a POS system and inventory management software, basic working knowledge of a cash register and cash handling procedures; must pass a Consumer Report background check
- Must possess the ability to be creative with marketing presentations and maintain a quality product.
- Must pay attention to detail and be service oriented with the desire to work as a team in a fast paced environment.
- Must possess the ability to work hours as dictated by events
- Must possess the ability to work a flexible schedule to include days, nights, weekends, holidays, work as a team, and have reliable transportation
- Must possess the ability to read, write, and communicate effectively in English
- Serve Safe certified helpful but not necessary
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

Recruiter: Jacqueline Belchick, HR Manager

Hiring Manager: Alexander Kovach, Director of Food & Beverage

Positions Available: 1

Opening Date: August 28, 2017

Closing Date: September 8, 2017

SMG is an Equal Opportunity Employer and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRRRA Federal Contractor
Applicants that need reasonable accommodations to complete the application process may contact Jacqueline Belchick at 570 970-3508.