

**JOB TITLE: CONCESSIONS SUPERVISOR**  
**DEPARTMENT: FOOD & BEVERAGE**  
**REPORTS TO: DIRECTOR OF FOOD & BEVERAGE**  
**FLSA: NON EXEMPT - HOURLY**

ASM Global, a public facilities management company, has immediate opening at Save Mart Center for part-time Concessions Supervisor.

**POSITION SUMMARY**

This position is responsible for the overall supervision of a designated area within the building. Ensures that all departmental needs and procedures are met.

**MAJOR RESPONSIBILITIES**

Ensure that concession stands maintain sufficient product levels to service the event.  
Direct concession stand personnel to assure delivery of excellent customer service to guests attending the event.  
Direct stand personnel in established food production for the event by utilizing provided production sheets.  
Reads, understands and communicates all pertinent event information as discussed in pre-shift meeting.  
Contacts warehouse for additional inventory needed during event.  
Assures that all stand personnel are compliant with alcohol service policy.  
Assures that all products are merchandised properly and re-stocked as needed.  
Trouble shoots equipment and records any equipment needing repairs or replacement.  
Must be familiar with POS system and provide training to new stand personnel.  
Records opening & closing inventories, product transfers and product waste and or spoilage.  
Maintains cleanliness and organization in the concession stands at opening, during event and closing.  
Completes all required event related paperwork.  
Follows and receives direction from Director of Food & Beverage

**SUPERVISORY RESPONSIBILITIES**

Directly supervises all concession stand personnel. Carry out supervisory responsibilities in accordance with company's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building as needed by events.

**KNOWLEDGE, SKILLS & ABILITIES**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.

Knowledge of concession operations

Ability to add, subtract, multiply and divide (basic mathematics skills).

Ability to communicate and execute instructions via radio (walkie talkie)

Ability to regularly move and lift up to 50 pounds.

Requires the ability to work flexible hours including nights, weekends and holidays.

**QUALIFICATIONS AND/OR EXPERIENCE**

High School diploma or general education degree (GED); 3-6 months related experience and/or training; or equivalent combination of education and experience

**TO APPLY:** Please visit our Career Site at:

**External Candidates:**

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000517509106#/>

**Internal Candidates:**

<https://recruiting.adp.com/srccar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000517509106#/>

**ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.**

**NOTE:** The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodations or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position. Other duties assigned as needed.