



**Central Christian Academy
Concession Stand Coordinator
Job Description**

Job Title: Concession Stand Coordinator

Reports To: Athletic Director

Central Christian Academy seeks an outstanding person to support its food service program. The ideal candidate will have a vibrant Christian faith and experience in food service.

Description: The Concession Stand Coordinator will assist the Athletic Director in overseeing operations of the CCA Concession Stand at indoor home athletic events and activities. This is a stipend position which requires attendance at all scheduled home athletic events and activities.

Spiritual Requirements

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible Word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith, Biblical Lifestyle Statement, and Statement on Life, Marriage, Gender Identify and Human Sexuality
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically
- Models servant leadership and has the ability to build relationships and support CCA's mission
- Listens and responds to counsel

Duties and Professional Requirements:

- Purchase and stock concession snacks and beverages as needed
- Stock and open concession stand before home events
- Obtain iPad and concessions cash box from Business Office
- Supervise and train volunteers to handle cash and card payment transactions
- Supervise and train volunteers on serving concessions
- Collect cash box and iPad at the conclusion of the event and return them to the Business Office or store them in the Athletic Director's office/lock-box
- Pick-up or coordinate delivery of meals to be sold during home indoor events

- Supervise volunteers to ensure proper cleaning/sanitizing of serving stations, and dining spaces after event.
- Dispose of trash and recyclables appropriately.
- Assist with organizing and storing supplies.
- Follow food safety and sanitation guidelines at all times.
- Other duties as assigned.
- Interact respectfully and kindly with students, staff, visitors and volunteers.
- Ability to represent the school in a professional manner to its constituency and the general public
- Commitment to professional confidentiality with all information regarding all staff and students

Experience

- Experience working in food service, restaurant, or school lunch program strongly preferred
- Food handler certification required

Physical Requirements:

- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, or carry, for a duration of time
- Ability to lift and carry 40 pounds
- The ability to use fine motor skills including tactile functions while performing a task
- The ability to work in a kitchen environment which could include hot, cold, dry, moist, and slippery environments. Other environmental factors could be surface noise, lighting, vibrations, and smell.

Acknowledgement:

I acknowledge that I have read the job description and requirements for the concession Stand Coordinator position, and I certify that I can perform these functions.

Employee/Applicant Signature _____ Date: _____

Administrator Signature _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

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