



## Job/Position Description

### GRAVES SPORTS COMPLEX CONCESSIONS MANAGER

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a KWU [Employment Application](#), cover letter, resume and your salary requirements. Please email your application materials to [mike.hermann@kwu.edu](mailto:mike.hermann@kwu.edu) ( preferred method) or mail to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in the Job Descriptions. If emailing, make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this jobs is:

- Applications will be taken until job is filled
- Interviews will begin when qualified applicants are identified, and continue until the jobs is filled
- The job starts August 15, 2018

We will not check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer.

#### ADMINISTRATIVE INFORMATION

**POSITION TITLE:** GRAVES SPORTS COMPLEX CONCESSIONS MANAGER

**POSITION'S MAJOR OFFICE:** Athletics

**MAJOR OFFICE RESPONSIBILITIES:** Athletics is responsible for operations of 24 athletics teams, meeting the requirements of National Association of Intercollegiate Athletics (NAIA) and Kansas Collegiate Athletic Conference (KCAC) regulations. The program recruits students to meet roster minimums; focuses on retention by providing an outstanding student-athlete experience and counseling students appropriately on academic and other issues; enhances the physical, mental and social development of the student-athletes through rigorous practices, appropriate competition and off-field activities including community service; and provides a connection point for the campus, alumni and Salina community to the university.

**POSITION'S DEPARTMENT:** Concessions

**POSITION'S DEPARTMENT RESPONSIBILITIES:** Concessions operates during home varsity football and soccer events at the Graves Family Sports Complex, providing concessions items that enhance the gameday experience.

**POSITION'S DIRECT SUPERVISOR:** Mike Hermann, Director of Athletics.

**DATE POSITION LAST REVIEWED OR ANALYZED:** August 1, 2017 REVISD BY: Mike Hermann, Vice President & Director of Athletics.

**POSITION'S EMPLOYMENT STATUS:** Part-Time, Staff, Non-Exempt, At-will

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** Hourly salary based on qualifications and experience, no benefits, plus 25% of the net revenue (gross revenue less product and staff costs).

#### POSITION INFORMATION

**POSITION'S SUMMARY:** The position is responsible for determining the menu (in consultation with the director of athletics), operating the stand, scheduling student-athletes to work the stand when necessary, cash and inventory management and meeting state of Kansas health requirements.

**POSITION WORKS WITH:** The Director of Athletics, athletics staff members, student-athletes, vendors and stadium guests.

**POSITION'S STAFF AUTHORITY:** Manager will work with coaches to schedule student-athletes to work the concession stand as fundraisers for their program.

**POSITION'S BUDGET AUTHORITY:** None

**POSITION'S PHYSICAL WORKING CONDITIONS:** Concessions stand environment with hot and cold temperatures related to a semi-outdoor environment. Includes standing, stooping, walking, and light lifting activities.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** Concessions equipment and products that can cause burns.

**POSITION'S EQUIPMENT:** University phone, and concession equipment including cooking equipment, register, and other similar equipment.

**POSITION'S WORK SCHEDULE:** Part-time schedule as needed to accommodate home schedule.

**POSITION'S TRAVEL REQUIREMENTS:** None

## POSITION DUTIES AND PERFORMANCE STANDARDS

### **POSITION'S ESSENTIAL DUTIES:**

- **Concessions Operations (60%):** Responsible for operating the concessions stand in order to produce high levels of customer satisfaction, and to do so in an effective and efficient manner.
  - Oversee the operations of the concessions stand during home events
  - Operate the stand without assistance, based on projected attendance (soccer primarily)
  - Keep the equipment clean and in good working order
  - Insure that the operation meetings State of Kansas Health Code requirements
  - Manage the cash received and make regular deposits after each event
- **Menu Selection, Ordering of Product (25%):** Responsible for creating and updating menu offerings and ordering the necessary products and supplies required to maintain a quality, customer centered menu within the desired Cost of Goods percentage.
  - Recommend menu options
  - Conduct regular inventory of product
  - Contact vendors to order products as necessary
  - Confirm orders and stock items.
- **Scheduling Staff (10%):** Responsible for staffing, supervising, and evaluating concession workers in order build a strong concession team capable and willing to effectively and efficiently serve the stand's customers.
  - As needed, work with sport teams to assign student-athletes to work in the stand in exchange for a portion of the day's gross revenue (10%)

### **POSITION'S OTHER DUTIES (5%):**

- Performs other duties as assigned by the position's supervisor.

**POSITION'S PERFORMANCE MEASURES AND STANDARDS:** This section lists the specific performance measures upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder and their direct supervisor.

- Fiscal Management – works to maximize the “gross and net margins” for the institution from the operation.
- Concessions Operation – smooth operation with quality product served; quick response to customer complaints; adds to the fan experience.
- State of Kansas Health Code – no violations noted during visits, follows appropriate procedures.
- Scheduling – insures sufficient staff for estimated attendance.

## POSITION QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: High school degree
- PREFERRED: None

**CERTIFICATIONS/LICENSES:**

- MINIMUM REQUIRED: None

**WORK EXPERIENCE:**

- MINIMUM REQUIRED: Customer service experience
- PREFERRED: Knowledge of Kansas health regulations, management experience.

**KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’S:**

- MINIMUM REQUIRED
  - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
  - Demonstrable teamwork and team building skills.
  - Demonstrable priority setting and organizational skills.
- PREFERRED
  - None

**NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS**

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.

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**Signature**

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**Date Signed**