

Concession Manager

This position reports to the CMBA Board of Directors through the Staff Coordinator and will manage Concession Crew Chiefs and volunteer staff to provide service for the Cloverdale Minor Baseball Concession during the baseball season.

Duties include:

- Managing inventory
- Ordering supplies, food, beverages etc.
- Ensuring concession facilities are compliant with safety and food safe guidelines
- Ensuring equipment is maintained
- Scheduling crew chiefs and ensuring volunteer shifts are filled
- Coordinating with Umpire in Chief and umpires for scheduling and overseeing payment process
- Managing cash process, point of sale, deposits – coordinating with CMBA treasurer
- Managing schedule of concession open hours

Experience in the food service industry is a plus, as well as experience in light bookkeeping. Food Safe certification required.

Additional items:

- Weekend Availability
- Tournament Support
- Monthly Financial Reporting
- Shift Opening & Closing Duties
- Parking Lot Opening as required
- Must be at least 19 years of age
- Must be able to work weeknights, weekends, and holidays
- Must be able to safely lift up to 35 lbs.
- Must be able to stand during scheduled shift, withstand repetitive walking, reaching, and bending for long periods of time
- Valid Serving it Right certificate is required

Duties and Responsibilities

- Volunteer supervision
- Inventory Control
- Volunteer coordination and scheduling
- Support volunteers as needed
- Cash out duties
- Reset floats
- Special Event support (tournaments, opening day, fun day, etc)

Skills and Requirements:

- Professional appearance
- Self-motivated, punctual and reliable
- Ability to multi-task, handle busy working environment and meet deadlines
- Serving It Right valid certificate
- OFA Level 1 an asset
- Excellent written and oral English communication skills
- Ability to learn quickly.
- Ability to work in a fast paced environment with professionalism
- Experience with volunteer management an asset
- Criminal record check

Please send resumes to staff.coordinator@cloverdalebaseball.com .