



Armstrong Cooper Youth Hockey Association Job Description

Title:	Concessions Director
Role:	Board Member
Election/Appointment:	Appointed
Voting Status:	Voting
Budget:	Budget responsibility
Term:	Three years
Compensation:	full hours, receives additional compensation in the form of reduced registration fees and team fee credits, up to \$4,000

Description/Role: The Concessions Director is responsible for all aspects of running the concessions stand for all required hours of operation. Also responsible for long term planning with regards to equipment, revenue strategy and best practices.

Position mandatory requirements:

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month.
- Must attend the annual meeting of ACYHA Membership in April.
- Work with the city as needed
- Recruit and vet the concessions manager candidate for presentation to the board for approval
- Run the concessions manager meeting in the fall
- Fill in when a concessions manager position is not filled
- Ensuring concession stand is appropriately stocked with inventory
- Frequent contact with local concession suppliers
- Partner with Ice Scheduler, Volunteer Programs Director, Tournament Director, Arena staff, and high school game schedules to ensure adequate staffing of concession stand
- Supervise concession manager staff
- Train concession manager staff
- Equipment cleaning and maintenance (or scheduling of)
- Comply with Hennepin County Health Department regulations
- Attend training and maintain Food Safety Certification
- Training your successor at the May meeting at the end of your term

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Desired Skills:

- Strong communication skills
- Ability to manage a team of people
- Required ability to manage and keep financial records (specifically Quickbooks), provide financial reporting to accountants, a program budget
- Knowledge of Quickbooks or ability to learn quickly
- Familiarity with or ability to learn concession stand equipment
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monthly meetings and do work between meetings

Reporting:

- This role reports to the Board Chairman
- Manage six concessions managers