



<b>Job Title: Concession Lead</b>	<b>FLSA: Hourly (Non-exempt)- Part-time</b>
<b>Company: Spectra Food Services &amp; Hospitality</b>	<b>Exempt or Non-exempt: Non-exempt</b>
<b>Venue: Yakima Fair Grounds and SunDome</b>	<b>Wage: Hourly</b>
<b>Department: Concessions</b>	<b>Supervises People: Yes</b>
<b>Reports To: Concessions Supervisor</b>	<b>Number of Direct Reports:</b>

## Concession Stand Lead

### Job Summary:

The Concessions Stand Lead is responsible for supervising staff greeting guests in a pleasant manner while filling food and beverage orders. The Stand Lead will supervise Concessions Cashiers operating the Point of Sale system/cash register, ensuring all proper cash handling procedures are being followed.

The Stand Lead will be responsible for all Cash in stand or portable and maintain accurate paper work.

The Concessions Stand Lead must maintain excellent attendance and be available to work events as scheduled per business need.

### Essential Job Functions:

- Must maintain stand sheets, transfers, spoilage and take beginning and ending inventory of all product in stand.
- Must supervise production of product to ensure the highest quality of food being served and to avoid excess or food loss.
- Responsible for supervising staff greeting guests and taking orders for food and beverage products.
- Responsible for preparing simple foods and beverages utilizing the company recipes and portion standards. Maintain the highest quality standards and portion consistency.
- Responsible for accepting payment from guests and making change as necessary.
- Responsible for keeping the work area and surroundings clean using sanitation standards.
- Responsible for memorizing the product menu available at each concession location.
- Assist in clean up and break down of the concession area at the end of the event.
- Must show demonstrated ability to meet the company standard for excellent attendance.
- Additional duties as assigned by your immediate supervisor and/or Spectra management staff for the successful outcome of an event or customer service situation.

### Knowledge, Skills and Abilities:

- Ability to communicate with employees, co-workers, volunteers, management staff and guests in a clear, business-like and respectful manner which focuses on generating a positive, enthusiastic and cooperative work environment.
- Ability to speak, read and write in English.
- Ability to work well in a team-oriented, fast-paced, event-driven environment.
- Possess valid food handling certificate and alcohol service permit if required by state and federal regulations.
- Ability to calculate basic math functions (addition, subtraction, multiplication, division, percentages) as they relate to POS cash/credit transactions, cash reconciliation and product inventory.
- Ability to handle cash accurately and responsibly.

**Physical Requirements:**

	<b>0-24%</b>	<b>25-49%</b>	<b>50-74%</b>	<b>75-100%</b>
Seeing:				X
Hearing:				X
Standing/Walking/Mobility:				X
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:			X	
Fingering/Grasping/Feeling:				X

**Note:** The statement herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Signature \_\_\_\_\_ Initial \_\_\_\_\_ Manager \_\_\_\_\_