



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Concessions Manager at the Medora Musical

Non-Exempt: Hourly worker and **Seasonal Summer Worker**

Position Summary:

Order, stock, and price all concessions inventory; assist in inventory control, and implement proper sanitation procedures.

Essential Job Functions:

- The Concessions Manager is responsible for implementation of proper sanitation procedures at the Medora Musical.
- Responsible for training and supervising concessions employees including till procedures and how to complete deposits.
- Responsible for keeping all concession facilities and equipment clean and well maintained.
- Maintain a positive work environment by communicating and conducting business in a congenial manner to guests, potential guests, coworkers and supervisors.
- Order all supplies for concessions.
- Stock the inventory in the concessions area.
- Insure responsible inventory control within concessions.
- Check in merchandise orders upon arrival.
- Ensure that all equipment for concessions is in good working condition in conjunction with TRMF maintenance personnel.
- Responsible for cleaning, storing, and closing down the concessions area at the season end.
- Reinforce safety and customer service with personnel on a nightly basis.
- Insure excellent customer service and safety.
- Increase concession sales through promotion with guests.
- Check personnel for proper uniform and appropriate dress to serve Burning Hills Amphitheater guests.
- Use management skills to prevent problems and solve issues at the earliest possible opportunity.
- When needed, assists with the amp crew during the day
- Responsible for the supervision of the daily closing reports and safe handling of cash receipts.
- Participate in work place safety training.

Other Responsibilities:

- Supervise execution of employee discounts as established by the Amphitheater Manager.
- Other duties as assigned by the Amphitheater Manager.

ADA Requirements:

- Continuously
 - Standing

- Talking
- Hearing
- Repetitive use of hands/arms
- Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (concessions stand, storage, guests etc).
- Frequently
 - Walking
 - Lifting up to 50 pounds
 - Carrying up to 50 pounds
- Occasionally
 - Sitting
 - Climbing
 - Kneeling
 - Reaching above the head with arms
- Environmental Conditions
 - Continuously works in outdoor conditions.
 - Frequently in humid conditions.
 - Frequently in extreme heat.
 - Occasionally working in cold conditions.
 - This position requires working most nights and weekends.

Qualifications and Education Requirements:

- Must have previous customer service experience.
- Must have a valid driver's license
- Must be willing to work overtime hours during the summer.
- Must be able to safely use and train others on concessions equipment
- Must be able to complete simple math without the use of a calculator.
- Must be able to maintain a high level of confidentiality regarding TRMF information.
- Must be willing to working evenings and weekends.

Supervision:

- This position supervises the Medora Musical Concessions staff and volunteers.
- This position reports to the Burning Hills Amphitheater Manager.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.