

## Soccer Concession Stand Manager Duties

Make schedule of workers for admissions, grill and concession stand for all home games. Have schedule ready for first parent meeting to be handed out that night in player folders.

Make donation list for concession stand. Each family is to provide items to help get the concession stand started. Try and stay around \$20-25 per player. Items to be brought to the concession stand the same time/day as the opening work day for the field is scheduled. Have this ready for the first parent meeting to be handed out that night in player folders.

Arrive at field by 4 p.m. (or as early as you can make it) to open the concession stand. Close things down at the end of the varsity game. Help out in the concession stand at half times and in-between the JV and Varsity games if it is busy.

Heat up nacho cheese sometime between noon and 1 each game day.

Send an email out to all families every Sunday with a reminder of the schedule for the week if there are home games.

Shop when needed for additional items for the concession stand. (Usually Sams, GFS, Meijers...and usually before each home game). Get ice before each home game (Sams has the best price).

Take money home at the end of each home game and calculate the profit for each game. (income minus expenses equals revenue)

Be sure there is enough change for each game (usually quarters and ones...this may require a trip to the bank to get the correct change).

Attend board meetings when available during the season.

Present a record of earnings at the June board meeting and make any recommendations with regards to the needs of the concession stand.