



Tualatin Timberwolves Youth Football Association

P.O. Box 394
Tualatin, OR 97062
www.tualatinyouthfootball.org

Concessions

Objective:

The Concession Director (CD) is responsible for planning a menu, purchasing the necessary supplies for a fully stocked concession stand, and for being open for business at all home games during game times. The CD is responsible for recruiting parents with the assistance of the **Team Parent Coordinator** to work in the concession stand and he/she shall supervise the operation of the concession stand. The CD is responsible for the money collected at the concession stand and shall turn in all monies received to the **Treasurer** in an expedient manner. The CD shall keep a record of money spent and money received and then report the profit or loss of each event to Board. The CD shall attend all scheduled meetings and vote on motions. The CD shall perform other duties as prescribed by the Board. The CD is responsible for the safe and effective operation of this organization.

Responsibilities:

- Plan a menu, purchase the necessary supplies for a fully stocked concession stand, and be open for business at all home games during the season
- Obtain corporate sponsors for in-kind donations (donuts, ice, soda, water, drinks, etc.)
- Proper maintenance, organization, and security of the concession stand
- Ensure necessary permits to sell/handle food are proper and current
- Recruiting parents to work in the concession stand and he/she shall supervise the operation of the concession stand (with Team Parent Coordinator assistance)
- Collection and security of all money (hourly basis, or more frequent, if necessary) collected at the concession stand and shall turn in all monies received to the Treasurer within 24 hours
- Record money spent/received and report the profit or loss of each event to the Board
- Responsible for the safe and effective operation of this organization
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary
- Perform other duties as prescribed by the Board
- Continually review and modify any necessary changes to this job description to keep it up-to-date and provide those changes to the Secretary to update the master file

1/17/06