**Moultrie-Colquitt County Recreation Authority**

**JOB ANNOUNCEMENT**

**Position: CONCESSION COORDINATOR (Part-time)**

**Starting Pay: Depending on Experience**

MCCPRA is seeking a motivated Concessions Coordinator to join our dynamic team. This position is part-time. The ideal candidate will demonstrate excellent communication, a strong work ethic, and the ability to adapt to a fast-paced environment.

**GENERAL NATURE OF WORK:** The Concessions Coordinator is responsible for all aspects of concessions for MCCPRA. The ideal candidate is a personable, customer-minded, organized individual with a high moral character to manage the concession operations (food/beverage) at MCCPRA facilities. This individual will interview, select, supervise, and train the part-time support staff, set schedules, maintain sanitation/hygiene levels with MCCPRA standards, coordinate the purchase and delivery of products, prepare and sell food items, oversee inventory control, and supervise concession equipment and facility maintenance.

**Key Responsibilities:**

• Food/beverage operations at Jim Buck Goff Park, Knuck McCrary Park, H20, and Magnolia Park facilities.

• Hire, train, schedule, and evaluate part-time staff for efficient food/beverage operations.

• Maintain high sanitation/hygiene expectations.

• Recommend, purchase, inventory, prepare, sell, and service food items at MCCPRA facilities.

• Insures good inventory and monetary control at concession facilities

• Exhibit a high degree of customer service skills and a positive attitude with staff and customers at all times.

***EXPERIENCE AND TRAINING***

• High School degree/equivalent

• Experience in food prep, sanitation, and hygiene

• Experience in supervising/managing p/t staff

• Food handling certification preferred

• Valid driver’s license

• Criminal background check

**WORK ENVIRONMENT:** While performing the duties of this job, the employee generally works outdoors and is frequently exposed to outside weather conditions. The employee works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes, and toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office or moderately noisy when in the field.

If selected, the applicant must successfully pass pre-employment drug screening and background check. Applicants must possess and maintain a valid State driver's license.

Moultrie-Colquitt County Parks & Recreation Authority maintains a drug-free workplace.