



Position Announcement:

Concessions Manager

Richmond Coliseum, Landmark Theater & CenterStage

Richmond, VA

POSITION: Concessions Manager
DEPARTMENT: Food & Beverage
REPORTS TO: Director of Food and Beverage
FLSA STATUS: FT Salaried Exempt

Summary:

SMG Richmond is seeking a full-time Concessions Manager to direct the concessions operations in all venues. Responsibilities include planning, assigning, and directing work for employees and non-profit groups, addressing complaints and resolving problems; balancing end-of-day receipts.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Supervises concessions employees and non-profit groups for events.

Assists in the training of concessions employees and non-profit groups engaged in the preparing and cooking foods to ensure high quality, efficient and profitable food service.

Ensuring that concession stations are properly stocked and staffed for each event.

Directs storage, preparation, and serving of refreshments by other workers and non-profit groups at refreshment stands or circulating throughout audience.

Plans and organizes special concessions events.

Tabulates receipts and balances accounts.

Inventories supplies on hand at end of each day or other designated period.

Works within guidelines for food and labor costs.

Complies with Health department and liquor regulations

Education and/or Experience

2 years of related experience and/or training

Ability to function in a fast-paced, team-oriented environment

Ability to train workers to ensure high quality, efficient, and profitable food service.

Skills and Abilities

Demonstrated ability to control costs, generate increased revenue and manage accounts payable/receivable and financial reporting

Strong written, verbal and interpersonal skills

Ability to function in a fast-paced, team-oriented environment

Must be able to work evenings and weekends as required

Employee must regularly lift and or move up to 50 pounds.

Must have intermediate working knowledge of Microsoft Office.

To apply, send resume and salary requirements to:

SMG Richmond

Dee Bergonzi

HR Designee

601 E. Leigh Street

Richmond, VA 23219

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Fax: 804-780-4606

No Phone Calls Please

SMG is an Equal Opportunity Employer