

The University of Akron
Classification Specification

Job Title: Mgr Concessions PAH
Job Function: Staff
Job Family: Classified
SOC Description: 2000 Finance / Accounting Division

Job Code: 42555
Grade: 117
FLSA: Non-Exempt
Date: 12/15

Job Summary:

Manage bar, concessions and inventory operations located in EJ Thomas Hall during all public performances in the theatre. Studio features snacks, beer, wine and liquor sales and is open prior to performances and after performances. Supervise and train concessions' staff. Develop menus and manage relationships with local vendors and partners. Make recommendations for additional offerings and special cocktails. Bartend and manage bar operations to maximize revenue potential.

Essential Functions:

25% **STAFFING:** Hire, train, schedule and supervise any additional concessions staff that may be necessary for event operations, including assessing performance and managing time sheet process.

25% **PURCHASING/INVENTORY:** Purchase all food and alcohol for the concession area. Effectively manage inventory to prevent loss/spoilage.

25% **MENU DESIGN AND DEVELOPMENT:** Source and identify new items for sale, manage relationships with local vendors and partners, develop specialty cocktails/food items. Work with the Hall staff to create drink offerings and staffing plans for occasional special events.

10% **FOOD PREPARATION:** Maintain storage and front of house standards in accordance with food preparation and storage regulations, update certifications as necessary.

10% **POINT OF SALE/FINANCIAL RECONCILIATIONS:** Use the Square POS system to track sales and provide finance department with accurate information regarding sales.

5% **ORGANIZATION:** Act as liaison to Hall staff, working with facilities, general management, front of house operations, and marketing to ensure successful ongoing operations.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

ServSafe Certification

Experience:

Requires a minimum of 2 years experience working in a bar/restaurant preferably at a management level. Strong organizational, financial and management skills required. Computer skills required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.