

OLYMPIA SCHOOL DISTRICT NO. 111
Job Category: Non-represented – Classified
Posting Dates: July 22, 2021 – Open Until Filled

The Olympia School District Human Resources Office is now accepting applications for the following positions. Interested employees may submit a transfer request by calling the District Human Resources Office at 596-6185 prior to the deadline date.

Position	Hours/FTE	Location
Concession Manager	Varies/One Year Only	Business Office
<p><i>This variable position will work 510 hours across 36 weeks. Hours and days will vary based upon Game Schedule (anticipated hours: 30 hours per week in Fall 2021, 10 hours per week in Winter 2022, and occasional hours in Spring and Summer 2022).</i></p> <p><i>This position is a One Year Only, non-continuing position for the 2021-22 school year. The Ingersoll Concessions plan is a pilot program. After the fall and winter athletic seasons, the concessions design will be reassessed, with the possibility for a permanent, continuing position to be posted.</i></p> <p><i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i></p> <p>Salary Range: \$28.00 - \$32.00 per hour</p>		

Purpose Statement: This position is responsible for inventory control, staff/student group training and management, ordering and managing supplies of the OSD Concession stand(s).

Essential Duties and Responsibilities (including but not limited to):

- Inventory – Manager determines which items to sell and at what price. The manager is responsible for placing the orders and updating the inventory and costs in the point-of-sale (POS) system. Inventory will be taken in dual control prior to opening and upon closing to ensure fiscal controls.
- Staffing/Student Groups – The manager will create the schedule to meet the staffing needs based on a projected number of visitors to the venue. Concession’s staffing will be volunteer student groups; student groups will rotate to operate/manage the concession stand with advisors and/or parents as needed. Other responsibilities include assisting in the process of interviewing, hiring and training volunteers, planning, assigning and directing work, addressing complaints and solving problems.
- Training – The concession manager holds training sessions and prepares manuals or posters to guide volunteers and/or workers about each facet of working concessions. Training

includes opening and closing procedures, food preparation techniques to ensure safety of food, cleaning responsibilities, operating the cash register, and emergency procedures. All groups will participate in a 30-minute mandatory training prior to opening the concession stand. Cleaning – The cleanliness of the concessions stand represents a key responsibility for the manager. Manager will develop standards, training for standards, and fill in where volunteers or workers do not adhere to standards.

- **Financial Management** – The manager is responsible for ensuring financial controls utilizing the POS system; inventory and sales will be verified nightly. The manager will ensure money is deposited via a secure dual control method approved by the district.

Job Requirements - Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High School Diploma or equivalent; at least one year of prior supervisory or management experience preferred.
- **Language Skills:** Ability to respond to common inquiries or complaints from parents, sponsors, or the administrators of the grants which help to fund the program. Ability to create presentations and write articles for publication. Ability to effectively present information to top management and public groups.
- **Computer Skills:** Ability to enter information, create reports, and locate information in a database; Ability to enter digital photographs and manipulate them to create flyers and posters; Ability to understand and manage the POS and online/mobile ordering system for basic management of the system.
- **License, Certification, and/or Registration Required:** Current Washington State Driver's License.
- **Other Skills and Abilities:** Ability to interface well with citizens, fellow employees and city officials; Ability to work effectively in a team environment; Ability to effectively supervise; Ability to completed assigned projects with a minimal amount of direct supervision.
- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and reach with hands and arms. The employee frequently is required to walk and talk or hear. The employee must occasionally lift objects weighing 50 pounds and climb a ladder. The employee will regularly need to lift objects weighing 20 pounds and climb stairs, bend, reach, carry, maneuver in tight spaces.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with the disabilities to perform the essential functions. While performing the duties of this job, the employee will

work inside as well as in outdoor weather conditions. Due to the outdoor work necessary the employee may be exposed to wet, cold and/or humid conditions.

Application Procedure for out of district candidates

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St. NE Olympia, WA 98506
(360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.