



**Concessions Manager  
Seasonal/Part-Time  
July to September 30,2021  
South Shore Music Circus, Cohasset MA**

The Concessions Manager is responsible for overseeing all concessions related functions at the venue. This individual will manage food and beverage planning, inventory control, staffing, vendor purchasing and all event reporting requirements.

**Duties & Responsibilities:**

- Report directly to the Chief Executive Officer and coordinate on pre-season start up, priorities and timing of events and staffing.
- Hire, train and manage concessions staff, set schedules, review and approve weekly time
- Oversee and verify the tip disbursement at the end of the show. Coordinate staffing based on event ticket sales to ensure proper coverage
- Ensure cleaning and maintenance of all concessions stands, equipment and operational areas are completed, coordinate with Facilities Manager as needed
- Coordinate supply vendors, purchases and paperwork to the Accounting Department
- Serve as a liaison with local health department to schedule and oversee all health department inspections. Ensure we are following all Federal, State and Local guidelines.
- Manage all financial activity per show to ensure companies cash control system, processing, credit card in compliance and complete all post show reports.
- Before intermission at all shows, check each register and remove cash per company policy
- Remain up to date on all Federal, State, Local and CDC guidelines at all times, ensure policies are in place, staff are trained and following all requirements.

**Qualifications & Working Environment:**

- Experience in Hospitality, Restaurant, Foodservice Management or related field is preferred
- Food & Beverage Management environment, preferable in an entertainment venue
- TIPS Certification Required
- Hard working, positive attitude, team lead and motivator, handle customer concerns and respectfully
- Must be available to work all shows scheduled (weekend and weeknight hours required)
- Ability to continuously stand, walk, bend, squat, climb stairs and lift frequently. Ability to lift up to 50 pounds for 25 yards.
- Ability to work outside in varying temperatures, fast-paced environment and often loud
- Reliable Transportation to and from work.
- This is a Part Time Position \$600.00 Per week vs. % of net concessions sales

**To Apply:** Please email resume and cover letter to [sparker@themusiccircus.org](mailto:sparker@themusiccircus.org)