

## **Position: Concession Manager**

### **Exhibit A – CONTRACTED SERVICES**

#### **Definitions:**

Games: Events as contracted with the CLIENT for field use at ISSC excluding training sessions and scrimmages.

#### **Supervisor:**

The Concession Manager shall be supervised by and report to the BASC 1st Vice President.

#### **Concessions Operations:**

The Contractor shall ensure the concession facilities on the associated side(s) of the complex are open for business:

- for ALL Saturday and Sunday games that occur at ISSC,
- a minimum of one concession building must be open whenever there is a three (3) hour, or more, consecutive block of games at ISSC Monday through Friday,
- a minimum of 30 minutes prior to the first game time and until the conclusion of the halftime of the last game,
- or as mutually agreed upon by the CONTRACTOR and the CLIENT in advance.

#### **CONTRACTOR's Operational Duties & Responsibilities:**

- Physical ability to stand and walk for long time periods and be able to lift/carry boxes or items weighing 30 pounds or more.
- Work environment involves exposure to physical risks such as operating equipment and working with chemicals.
- Have a working knowledge of health standards and regulations of food handling.
- Possess a current Tulsa Health Department Food Handler's Permit.
- Oversee the operation of two concession buildings and, as necessary, food vendor trailers at ISSC.
- Inform the CLIENT of general concessions business and pertinent changes in health department policies.
- Communicate with the CLIENT and BASC/TSC team managers via telephone, emails, and manager meetings to schedule teams to staff the concessions services.
- Coordinate with Supervisor to ensure product and staffing is sufficient for operations.
- Supervise and train concession staff in the fulfillment of concession operations.
- Order, stock, and maintain concession food and supply inventories through appropriate vendors, catalogs or stores.
- Provide the appropriate amount of cash for each concession location operation prior to opening for business.

- Open concession buildings, food trailers and adjoining bathrooms for business at appropriate times.
- Ensure concession staff arrive and leave at appropriate times.
- Be available on-site or via phone during all operating hours in order to solve problems or answer questions encountered by concession staff and/or to provide supplies that may need to be replenished.
- Close after operations are complete ensuring staff perform close down procedures correctly and overall cleanliness is appropriately maintained.
- Oversee handling and balancing of cash sales and maintain cash reconciliation forms from all concession operations (See Attached reconciliation form) on a daily basis.
- Prepare and make all concessions deposits within 24 hours of closing for business.
- Submit to the CLIENT all receipts of sales, cash reconciliation forms and bank deposits no later than 48 hours after close of concessions.
- Coordinate Health Department volunteer food handlers permit class for all concession staff as needed and ensure all staff possess a valid permit prior to working.
- Assure conditions consistently comply with Health Department standards, clean and prepare concession buildings for regular health inspections, schedule the required inspections of concession buildings and rectify any negative findings from said inspections.
- Periodically evaluate inventory levels and product offerings to maximize profit for the CLIENT.
- Periodically meet with vendors to ensure the CLIENTS interests are met.
- Periodically assess costs and retail prices to ensure prices are fair but allowing concessions a sufficient profit.
- Contact the appropriate City of Broken Arrow personnel with notice of any needs or problems with the concession space or grounds.
- Evaluate and advise the CLIENT regarding the impact of third party vendors wishing to operate at ISSC to ensure no conflict with BASC concessions.
- Update BASC Vendor contract(s) associated with concession operations as needed and have all such vendors sign current agreements.
- Stay informed of applicable laws and regulations pertaining to food vending operations including the requirements of the City of Broken Arrow Inspections Department.
- Organize and retain records and information pertaining to the concessions staff, vendors, teams, team managers, upkeep and repair of equipment, safety issues, etc.
- When requested, attend BASC board meetings to report to the executive board a summary of concessions business and answer questions.
- Issue payments for teams, workers and vendors.
- Submit invoices for services rendered to the CLIENT as required by the contract.

**Equipment, tools, materials and supplies provided by the CLIENT:**

Concession building equipment as currently equipped.

Concession trailer(s) provided as necessary by request of the CLIENT.

Forms for inventory and cash control.

Supplies and inventory to be paid for by the CLIENT.

**Exhibit B – COMPENSATION SCHEDULE**

**Definitions:**

Full Day: Concessions open for sales of 4 hours and 1 minute or more within a day

½ Day: Concessions open for sales of 4 hours or less

Games: Events as contracted with the CLIENT for field use at ISSC excluding training sessions and scrimmages.

Regular Season: Events as scheduled as part of a league season by the scheduling authority with duration of several weeks.

Tournament: Events scheduled as a tournament by the scheduling authority with duration of multiple days and sanctioned by a governing authority recognized by the CLIENT.

**Compensation Schedule:**

The CLIENT shall compensate the CONTRACTOR according to the following schedule:

- \$125.00 per day, per concession building for regular season games
  - \$62.00 per ½ day, per concession building for regular season games
- \$125.00 per day, per concession for tournament games
  - \$62.50 per ½ day, per concession building for tournament games
  - 5% of total gross income of concession operations for tournament games
- A mileage rate of \$0.51/mile shall be reimbursed for use of a personal automobile in performance of approved authorized services.
  - Travel to/from a regular work location is not considered reimbursable mileage with the exception of transport of goods and/or supplies.
  - A detailed submittal of dates, times, locations, purpose and mileage shall be submitted to the CLIENT.