



Private Management for Public Facilities

**J O B P O S T I N G**  
**OPEN POSITION RECRUITMENT**  
**10/26/2009**

**POSITION TITLE:** Concessions Manager

**POSITION LOCATION:** Prime Osborn Convention Center  
Jacksonville Veterans Memorial Arena  
Times-Union Center for the Performing Arts

**REPORTS TO:** Director of Food and Beverage

**START DATE:** Immediate Opening

**HOURS:** Full-Time

**SALARY:** Based on experience

**APPLICATION:** Email resume to [SMGHR@coj.net](mailto:SMGHR@coj.net), fax to:  
904- 301-3854 Or apply online at [www.jaxevents.com](http://www.jaxevents.com)

**DUTIES AND QUALIFICATIONS:**

- Train, schedule, and supervise concessions food and beverage staff
- Reconciles concessions event paperwork per event to include all necessary internal controls
- Maintains correct stock levels utilizing prior sales history
- Instructs supervisors on day to day operations
- Monitor compliance with health and fire regulations regarding food preparation and serving
- Instructs supervisors on distribution of all products to stands and bars
- Ensures all POS systems are in proper working condition prior to the event
- Ensures all stands and bars are in compliance with company policy prior to each event
- Ensures that all equipment is in working order
- Ensures that all employees are properly certified
- Ensure health codes and liquor laws are followed
- Establish and maintain positive client relationships
- All other duties as assigned

**EDUCATION AND WORK EXPERIENCE:**

- High school diploma or GED
- B.S. in Business or Food Service from a four-year college preferred
- Two years of customer service experience
- At least two – four years experience in Tangent software or equivalent concessions software
- Must have two – four years of experience in food and beverage management in a fast paced, high volume environment
- Knowledge of eTime or equivalent software is preferred

Hours are event driven including some nights, weekends and holidays. See Full Job Description for more details.

