

Concession Director

Millwoods Minor Football Association

MISSION

TO PROVIDE THE
BEST MINOR
FOOTBALL
PROGRAM IN
EDMONTON AND
IMPROVE THE
QUALITY OF
COMMUNITY AND
SPORTING LIFE
FOR ALL IT'S
MEMBERS.

Function

The Millwoods Minor Football Association Concession Director is responsible for the management and direction of game-day concessions to serve as both a fund-raising opportunity and enhancement of the players, coaches, referees, and parents enjoyment of the event during scheduled home playing dates.

Duties & Responsibilities

Leadership

- Attendance at monthly Board meetings.
- Serve a two year term at minimum.
- Money management experience.
- Ability to work hand-in-hand with volunteers.

Supplies

- Decides what products are going to be sold at association concessions.
- Determines set prices on the items for sale.
- Accountable for the purchase and storage of all of game-day food supplies which may include:
 - Hamburgers
 - Hot Dogs
 - Condiments
 - Soft Drinks
 - Coffee & Hot Chocolate
 - Candy
 - Various other snacks
- Responsible for purchase and maintenance of equipment used for concession purposes such as:
 - Concession tent
 - Tables
 - Barbeque
 - Propane
 - Generator or power source
 - Fridge & Freezer capability
 - Cooking supplies – flippers, tongs, gloves, etc
- Works with Treasurer to monitor initial float money used during the concession period.
- Maintains all records that pertain to local by-laws, licenses and permits required for food sales and safety.

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Operational Management

- Initial game-day concession set-up roughly two hours before the first game time that is scheduled.
- Works with Volunteer director to adequately staff concession shifts for game-days. This requires three volunteers per shift at an average of 2.5 hours per shift.
- Training cooking personal on food preparation and safety.
- Concession take-down and storage of supplies after final game is complete.
- Collect all monies made during the day and given to Treasurer.