

North Putnam Community School Corporation

Notice of Vacancy

August 22, 2014

Positions:	Concession Stand Manager
Location:	North Putnam School Corporation
Qualifications:	<ul style="list-style-type: none">-High School Diploma-Excellent communication skills, time management skills, and strong organizational skills are required-Maintains accurate receipt records and inventory-Maintains machines and equipment-Candidates should be flexible, detail oriented, and possess strong interpersonal skills
Responsibilities:	<ul style="list-style-type: none">-Keeps the concession stand(s) running at all home games-Tests grill to make sure LP tanks are full-Opens concession stand one (1) hour before the start of a game by getting things started for volunteers (starting coffee, hot dog machine, etc.)-Takes orders for merchandise and provides instructions for volunteers on how to do the same. Coordinates with person in charge of merchandise-Closes the stand at the end of the last game, cleaning the stand, including any cooking machines, at the end of each day.-Handles day's receipts (i.e. retrieving money from cash drawer)-Turns in receipts for restocking supplies to Treasurer or Athletic Director-Orders any necessary food-Cares for all stored items-Creates a manual to run the stand that will be used for volunteers to follow if the manager is not available-Acquires any required permits and inspections-Addresses any issues with the Athletic Director
Salary:	\$600 per season
Starting Date:	Sports Seasons
Last Day for Completed Application Process:	September 5, 2014 by 4:00 p.m.
Contact:	<p><i>Submit resume and application to:</i> John Danaher, Athletic Director North Putnam High School/Middle School 8869 North County Road 250 East Roachdale, IN 46172 765-522-0671 jdanager@nputnam.k12.in.us</p>

Support staff applications can be downloaded from the corporation's web page at <http://www.nputnam.k12.in.us/np-information/employment>

Equal Opportunity

North Putnam Community School Corporation does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities.