

Coquille Parks & Recreation Concession Coordinator

Coquille Parks and Recreation operate a total of six concession stands, five within the main park and one at the Pine Street ballpark. The park's goal is to provide quality, basic concession services to park visitors, spectators, and participants with friendly, courteous service in a clean and affordable manner. Under the immediate supervision of the Assistant Director of Finance, the Concession Coordinator is responsible for the full operation and fiscal accountability of all concessions for Coquille Parks and Recreation. This is a fast-paced role that requires strong problem-solving skills with high attention to detail.

Key Responsibilities

Concessions:

- Assign duties to concession workers & managers nightly, in addition to regular responsibilities.
- Completes inventory reconciliation spreadsheet daily, weekly, and monthly.
- Ensure proper set-up of all concessions locations prior to opening doors.
- Guarantees that all concession stands operate in strict compliance with safe food handling and preparation practices and sanitation rules.
- Hire, train, schedule and discipline all Concession Staff in compliance with all labor laws.
- Order products from qualified vendors and adhere to all sponsorship arrangements. All purchases must be in accordance with District procurement policies and procedures, and all invoice requests for payments must be submitted accordingly.
- Prepares bank deposits within 72 business hours or sooner based on cash amounts.
- Procure updated signage displaying offerings, pricing, hours of operation as well as any required permit/license/warning postings.
- Provide a high level of oversight and operational expertise resulting in the smooth, efficient, and profitable execution of sales.

Special Events:

- Work with Special Events & Program Coordinators on events during program downtime & be expected to help with other tasks in areas of the park as assigned.
- Assist in coordination of food vendors on property in compliance with local, state, and federal restrictions.
- Perform other duties as assigned by supervisors and park Executive Director.

Qualifications

- Bachelor's degree in organizational management, or a related field preferred, or equivalent work experience.
- Working knowledge of money handling, and other computer software, including Microsoft Suite, POS, and timekeeping systems.
- Ability to communicate with employees, coworkers, volunteers, management staff and guests in a clear, professional, and courteous manner.
- Ability to calculate basic math functions as they relate to any existing or yet to be determined POS cash/credit transactions, cash reconciliation and product inventory.
- Possess thorough working knowledge of applicable sanitation requirements, food preparation guidelines, and safety standards.
- Current CPR/AED & First Aid Certification or ability to attain within 90 days (park covers).
- Must possess a valid Louisiana driver's license.

Benefits

- Medical, dental, life and vision insurance options are available.
- Retirement plan with employer contribution.
- Paid time off and holidays provided.
- Professional development opportunities.

The St. Tammany Parish Recreation District #14 is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, sex, religion, disability, age, pregnancy, military status, or citizenship. We celebrate diversity and are committed to creating an inclusive environment for all employees.