



Job Title: Godwin Athletic Association Concessions Coordinator

Purpose: The GAA Concession Coordinator is responsible for stocking and maintaining inventory at lower and upper concession stands for GHS sporting events.

Key Responsibilities:

- (1) Attends monthly GAA Board meetings on the first Monday of each month and communicates the status of Concessions. Serves as a voting Board member.
- (2) Stocks, rotates, and maintains inventory of food and supplies for sale during GHS sporting events. This includes the maintenance of equipment (grills, fryers, drink boxes, and ice machines).
- (3) Communicates with, and supports seasonal concession leads as needed.
- (4) Recruits event directors to serve on the GAA board.
- (5) Contributes ideas for additional fund-raising activities.
- (6) Assists with other GAA board activities where possible.

Reports to: GAA President

Length of Appointment: One Year - Beginning July 1st and ending June 30th of the following year.

Time Commitment: Concessions Coordinator will commit an average 12-20 hours per month

Qualifications: Ability to lift 50lbs. Good communication and documentation skills. Strong presentation and coordination skills. Flexibility with schedule is a plus, but not a requirement. This is really a behind the scenes role. Ideal for those that like logistics, operations and inventory. It does allow you to meet representatives from each sport.