

University of Wisconsin-Superior
Campus Recreation
Concessions Supervisor Job Description

Qualifications:

- Must be a UWS student
- Preference given to Work Study.
- Must be able to work well as a team player and independently.
- Must demonstrate customer service skills.
- Must obtain CPR/AED certification within one month of employment.
- Preference given to students who have previous work experience in a Food Service industry position and or hold a current Food Safe Sanitation Certificate.

Concessions Supervisor:

The Concessions Supervisors are responsible for providing customer service and food preparation and service during special events and programs. The Concessions Supervisor may be assigned to the Health & Wellness Center or Wessman Arena. The primary responsibilities include:

- Prepare all needed food items for sporting events and special programs in the building
- Verify all starting cash funds and process deposit at the end of the shift
- May be responsible for assisting with programs off campus or out of the building as needed
- Greeting customers with a customer service attitude
- Record and submit completed daily inventory form after each shift
- Follow appropriate safe food handling procedures before, during, and following all events
- Communicate information to supervisor in assisting with inventory control
- Clean up and sanitize all equipment after use
- Assist in handling all emergency situations as needed
- Report all needed items and any issues supervisor
- Perform general maintenance and cleaning in activity areas as needed
- Other duties as assigned

Emergency Level - 2AS

Compensation: \$7.00/hr

The UW-Superior Campus Recreation Department is an Equal Opportunity employer committed to diversity in its people and programs. We will not discriminate based on race, religion, sex, gender identity, or expression. Please see the UW-System Administration Website for more details regarding employment at the University of WI-Superior.

http://www.uwsa.edu/bor/policies/bor_pols.doc