



## **NOW HIRING: CONCESSIONS MANAGER**

The **Concessions Manager** at the CAJUNDOME must be career driven and a self-motivated, previous management experience preferred in the service industry and must have knowledge directing, coordinating and supervising all concession and bar related activities within the Arena and Convention Center. Reports directly to Food Services Director in budget forecasting, special projects and planning for all events.

### **MAJOR RESPONSIBILITIES**

- Oversee permanent and portable stands, bars, sub-contracted location as well as vending/hawking during all events
- Establishes Food, Beverage and operational needs for all event and/or non-event days
- Supervises and directs all concession, bar and non-profit organization staff, to include all supervisors, in the preparation and service of all retail food & beverage locations as well as clean-up & stocking to ensure Quality Control standards
- Responsible for the training of concessions, bar and non-profit organization staff, engaged in preparing and cooking foods as well as cashiers and stand attendants to ensure high quality, efficient and profitable food service.
- Adequately determines location needed for events and staff appropriately
- Manages and maintains department budgets and financial goals, while exceeding guest expectations for a premium product and experience.
- Ensures all security, safety and sanitation standards are achieved
- Follow and enforces responsible alcohol services policies
- Must have experience in inventory distribution and controls.
- Familiar with food service equipment and POS systems
- Must have the ability to manage in a fast-pace, diverse environment with the focus on client and guest services, entrepreneurship, and building & growing a strong business is essential
- Proven computer skills including Microsoft Office, Excel and POS systems
- Requires ability to work flexible hours, including numbers, weekends and holidays, in addition to normal business hours

### **EDUCATION AND EXPERIENCE**

- Degree in Hospitality Management or Business Administration or,
- A High School Diploma or an equivalent and four (4) years experience in service industry or entertainment industry combined with one (1) year supervisory experience or,
- Four (4) years experience in stadiums, arena, theater, entertainment venue, restaurant, Movie Theater or fast food operations combined with one (1) year supervisory experience.

### **RESPONSIBILITIES INCLUDE:**

- Ensuring food aspects of the event meet all safety and security requirements, for the participants and vendors.
- Maintaining compliance with all state and county health and safety standards, as well as obtaining all permits for such.



- Attending necessary meetings as they pertain to events, etc., to keep abreast of food and beverage needs and products.
- Preparation and/or processing of budgetary documents, procedures, schedules, various other reports, memos, correspondence, etc.
- Taking corrective action as necessary to maintain effectiveness of the event's services and products.
- Ability to travel, work evenings, weekends and holidays to meet the business needs required.
- Recruit vendors who will meet aesthetics needs of each event.
- Recruit vendors to meet financial goals of each event.
- Manage logistics involved with advancing and onsite production of food vendor programs.
- Manage staff onsite at events.
- Recruitment of new event staff as needed.
- Act as primary contact for event promoters merchandise or digital sales needs and operating agreements.
- Dynamic problem solving at event site.
- Collection of vendor payments.
- Consistently procuring information from vendors in order to meet deadlines such power, signage, and proof of insurance..
- Keep accurate inventory records of product and goods at events.
- Minor accounting during settlement processes.

#### **SKILLS AND EXPERIENCE:**

- Bachelor's Degree required.
- Event planning and food industry experience is preferred.
- Must have very strong written and verbal communication skills.
- Must have excellent knowledge of event terms and concepts, keen attention to detail, and the ability to handle multiple projects simultaneously within tight deadlines.
- Ability to thrive as a self-starter and work in a team setting.
- Experience with Microsoft Office Products a necessity, experience with Google Docs and Google Drive a definite plus.
- Some level of physical fitness with the potential of occasional heavy lifting.
- Team attitude willing to help as needed to support colleagues.

**PLEASE SUBMIT A RESUME AND COVER LETTER TO  
[CMANUEL@CAJUNDOME.COM](mailto:CMANUEL@CAJUNDOME.COM) FOR CONSIDERATION.**

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