

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: ASSISTANT MANAGER, ATHLETIC CONCESSIONS

Reports To: Designated Supervisor

UW Job Code: 7287

UW Job Family: 37 - Athletics

SOC Code: 35-1012

FLSA: Exempt

Pay Grade: 20

Date: 6-1-09 (revised 6-1-20)

JOB PURPOSE:

Assist the Director of Athletic Concessions with hiring, training, disciplining, supervising, scheduling, and managing a large support staff for several athletic events; assist with managing the budget; manage and oversee all product inventory levels; review all equipment and handle all equipment problems including planning and coordinating repairs and replacement purchases. Ensure compliance with health and safety regulations for Athletic Concessions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Director of Athletic Concessions with hiring, training, scheduling, disciplining, supervising, scheduling, and managing a large support staff at several athletic events.
- Assist with managing the operating budget.
- Manage and oversee all product inventory including, but not limited to oversight of product contracts such as the Pepsi contract.
- Review all concessions' equipment for proper operation and handle all equipment problem resolutions including, but not limited to planning and coordinating repairs and replacement purchases.
- Plan and implement processes and procedures to ensure compliance with health and safety regulations including providing proper instruction and training with ongoing supervision prior to, during and after athletic events. Athletic events will occur at night and on the weekends with coverage expected by this position as assigned for event coverage.

SUPPLEMENTAL FUNCTIONS:

- Perform other duties as assigned by supervisor.

COMPETENCIES:

- Delegating Responsibility
- Individual Leadership
- Attention to Detail
- Quality Orientation
- Stress Tolerance
- Strategic Planning

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements:

- **Food handling certificate from local health department**
- **University concessions manager certification (UCMT), or ability to obtain in one year**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Health, food handling, and applicable safety regulations and proper procedures.
- Food concession setups including applicable food industry equipment proper and safe operation.
- Basic food industry equipment repair.
- Purchasing methods and scheduling techniques.
- Communication methods and techniques.
- Budget preparation and management.
- Training methods and techniques.
- Coordination methods of large support staff at multiple events.
- University regulations and applicable federal and state regulations.
- Event and time management methods and techniques.

Skills and Abilities to:

- Assist with hiring, training, coordinating, scheduling, disciplining, and supervising a large event support staff, meeting demanding, multiple and conflicting deadlines.
- Oversee all support staff work at athletic concessions for assigned event coverage.
- Assist with budget management and purchasing replacement equipment.
- Train support staff on applicable health, food industry, and safety rules and regulations and oversee health and safety compliance during events.
- Communicate effectively, both orally and in writing.
- Perform basic repairs and purchase replacement equipment, as needed.
- Make decisions during events to provide successful athletic food concession coverage.
- Work as a team member and support a cooperative work environment.

WORKING CONDITIONS:

Several different sporting and special event venues in the athletic concessions areas. Regular hazards associated with overseeing safe operation of food industry equipment; electrical hazards; and regularly working in loud noise areas at various events.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.