POSITION: Concessions Coordinator

SCHEDULE: Part-Time / 12 – 25 Hours Per Week / 10 Months Per Year / Non-Exempt

LOCATION: University Public Events

ESSENTIAL JOB FUNCTIONS: Under the general supervision of the Director of University Public Engagement the Concessions Coordinator will oversee the operation of concessions services for Chico Performances, North State Symphony, and special events on the California State University, Chico campus.

- Coordinate all beverage and food sales at Chico Performances and North State Symphony events in Laxson Auditorium and other performance venues (approximately 50 events a year).
- Coordinate and manage beer and wine service at on campus special events (approximately 25 events a year).
- Work with UPE Business Coordinator to secure ABC licenses and other documents, permits, and reservations as needed.
- Working with UPE Business Coordinator will manage accounts with vendors and distributors to order and maintain inventory of beverages and food.
- Responsible for overseeing and assisting with set up, take down, and sales and service of food and beverages at all events. This includes setting up bars, lighting, cash registers, stocking beverages, recording of inventory, counting banks, close out, and cleaning.
- Candidate is expected to work as a concessions server as needed.
- Reconcile inventory and balance all sales of food and beverages at all events.
- Work with UPE Business Coordinator and Patron Services Coordinator to hire and manage a professional staff of on call concessions service providers.
- Train on call concessions service providers to sell and serve concessions, including beer and wine, in a professional manner following ABC and any University guidelines.
- Responsible for all service and storage areas being kept secure, organized, and exceptionally clean (up to health and safety standards).
- Know and follow ABC and Butte County Health rules and regulations.
- Follow sustainability practices including recycling and composting when possible.

EMPLOYMENT STANDARDS:

- Four years of experience selling and serving food and beverages (including alcohol).
- Two years of overseeing employees engaged in the sale and service of food and beverages (including alcohol).
- Experience in cash and credit card sales and balancing sales accurately on a regular basis.
- Proven customer service skills.
- Able to lift and carry up to 50 lbs.
- Able to walk up and down stairs.

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The CSU, Chico Research Foundation is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Research Foundation's policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Able to work nights and weekends.
• Must possess a valid CA Driver’s License.
• Must pass a background check which includes fingerprinting.
• ABC LEAD training required (employer provided)

Preferred Qualifications:
• Experience selling and serving beverages and food in a performance venue.
• Experience working with students and community volunteers.
• SAFE Certified for food handling.

COMPENSATION: $15 per hour. The employer is the CSU, Chico Research Foundation, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

APPLICATIONS: Applicants must submit a completed CSU, Chico Research Foundation application, cover letter, current resume and three professional references. Incomplete application packets will not be accepted. Application deadline is September 7, 2016. Applications can be submitted:

BY MAIL: CSU, Chico Research Foundation
CSU, Chico, Building 25
Chico, CA 95929-0246

IN PERSON: CSU, Chico Research Foundation
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: rfhrjobs@csuchico.edu

BY FAX: (530) 898-3391

For questions, please contact the Research Foundation Human Resources office:

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/rfdn/

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