



Oaklandon Youth Organization Concession Stand Management FAQs

ORGANIZATION	Oaklandon Youth Organization
JOB TITLE	Concessions Assistant Manager
JOB TYPE	Seasonal
LOCATION	Veterans Memorial Park 12150 East 62nd Street, Indianapolis, Indiana 46236
SALARY	Hourly; rate commensurate with experience
JOB DESCRIPTION	<p>The Oaklandon Youth Organization (OYO) is seeking a paid concessions assistant manager to assist the concessions manager. The assistant manager will report to the concession stand manager and assist with the day-to-day operations of OYO's concession stand at Veterans Memorial Park. Responsibilities will include:</p> <ul style="list-style-type: none"> • Demonstrate and maintain excellent customer service skills. • Help train and manage concession staff. • Assist with vendor management as needed. • Stock supplies as needed. • Maintain product inventory, including regular inventory reports. • Maintain accurate concession stand management data. • Assist with cleaning and maintaining concession facilities, including restrooms. • Open and close concession stand and other key facilities at park when concessions manager is not present. • Assumes fiscal responsibility, including collecting complete necessary reports and being responsible for preparing revenues for deposit in manager's absence. • Term runs from April 1 through October 31. Two week's notice is required for time off exceeding two days in a given work week.
JOB SKILLS, EXPERIENCE	<ul style="list-style-type: none"> • Prior concession stand/retail experience a plus. • Prior experience managing employees and vendor relationships preferred. • Strong knowledge and proficiency with accounting and inventory practices. • Ability to enforce rules and follow all established protocols and guidelines. • Ability to resolve conflicts between patrons and employees. • Must be self-motivated and able to work independently, with minimal supervision. • Ability to lift and move concession product as necessary. • Ability to work nights and weekends, and handle daytime deliveries as needed. • Is fiscally accountable for revenue, expenses and cash balancing.

	<ul style="list-style-type: none"> • Must be able to operate a computer, cash register, calculator and other office equipment for the daily operations and accounting transactions. • Must be able to read, write and speak the English language. • Must be proficient in cash handling, math and organizational skills. • Must clear a national background check. • Attention to detail. Other duties as assigned. 				
TO APPLY	<p>Interested candidates should complete application and submit with cover letter explaining their experience and interest in becoming an OYO Concessions Assistant Manager.</p> <p>Application follows and is also available at www.oyoball.org/concession-stand.</p> <p>Please email or mail applications using the following instructions:</p> <table border="1" data-bbox="505 636 1414 926"> <tr> <td data-bbox="505 636 678 743">Email</td> <td data-bbox="678 636 1414 743">Email completed application to: Jeff Sparks, Concessions Manager oyoconcessions@att.net</td> </tr> <tr> <td data-bbox="505 743 678 926">Mail</td> <td data-bbox="678 743 1414 926">Mail completed application to: Oaklandon Youth Organization c/o Treasurer P.O. Box 36037 Indianapolis, Indiana 46236</td> </tr> </table>	Email	Email completed application to: Jeff Sparks, Concessions Manager oyoconcessions@att.net	Mail	Mail completed application to: Oaklandon Youth Organization c/o Treasurer P.O. Box 36037 Indianapolis, Indiana 46236
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Oaklandon Youth Organization Concessions Management Application

APPLICANT INFORMATION

Applicant Last Name

Applicant First Name

Sex

DOB

Mobile Phone

Applicant Address (Street, City and Zip)

Home Phone

Applicant Email

Select the position(s) you are applying for. You may select both:

Manager

Assistant Manager

PREVIOUS WORK EXPERIENCE

Please provide the following information for any jobs you have held in the past five years.

EMPLOYER	LOCATION/ADDRESS	SUPERVISOR	PHONE NUMBER

WHY DO YOU WANT TO MANAGE THE OYO CONCESSION STAND?

HIGHLIGHT THE SKILLS YOU POSSESS FOR MANAGING A CONCESSION STAND.

DESCRIBE YOUR APPROACH TO MANAGING PEOPLE.

SIGNATURE

Your Signature below indicates that you have read, understand and agree to the terms outlined in the Manager/ Assistant Manager Job Description Document.

Applicant Signature

SUBMISSION

Please email this document (application and background check)
to Jeff Sparks at oyoconcessions@att.net or mail to the P.O. Box address listed below.