

**CLEVELAND HEIGHTS-UNIVERSITY HEIGHTS SCHOOL DISTRICT
Department of Athletics**

JOB DESCRIPTION – CONCESSIONS ADVISOR

General Criteria

The following general criteria will be used but not limited by in selecting an advisor:

- Create an atmosphere that is safe and healthy for all participants.
- Utilize effective and appropriate communication skills with students, parents, alumni and the general community.
- Enforce consistent discipline that reinforces positive behavior and personal decisions.
- Be financially accountable for all food sales.
- Maintain a clean workspace before, during and after events.
- Enforce strict hygiene requirements for all workers.
- Hire, train and schedule all additional workers.

Specific Duties

- Play an active role in the Homecoming Parade and special events at a variety of athletic events (ie. Senior Night for the Soccer team).
- Communicate any and all concerns, issues or problems immediately to the athletic director.
- Order and inventory all food products.
- All other duties as assigned by the athletic director.

Qualifications

- Bachelor's degree in education from an accredited college or university preferred
- Appropriate State of Ohio teaching certification/license preferred
- Appropriate student activity certificate
- First-aid certification
- CPR certification
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Ability to recognize and treat minor athletic injuries
- Knowledge of the specific sport

Prior supervision of specific sporting program, budget, inventory and transportation preferred

- Basic skills in equipment repair and maintenance as applicable
- Skills in public speaking

Equipment Operated:

- Telephone
- Computer/printer
- Motor vehicle
- Calculator
- Television
- VCR
- Camcorder
- Stopwatch
- Scoreboard

Additional Working Conditions:

- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional exposure to blood, bodily fluids and tissue
- Occasional interaction among unruly children
- Occasional travel
- Occasional weekend/evening work
- Occasionally lift, carry, push and pull various items up to a maximum of 50 pounds
- Frequent requirement to sit, stand, walk, talk, hear, see (including color vision), read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.