

JOB TITLE	Food Concessions Manager		
DEPARTMENT NAME	Meany Hall Operations		
JOB LOCATION	Meany Hall		
CONTACT/SUPERVISOR	Nancy Hautala		
PHONE NUMBER	206-543-2010	(Complete 10-digit number)	
EMAIL ADDRESS	bnancy@u.washington.edu		
BOX NUMBER	351150		
EMPLOYMENT PERIOD	Summer Only []	Sum & Acad Year []	Acad Year Only [X]
HOURS PER WEEK	Sum: 40 hrs/wk []	up to 19 hrs/wk []	Acad Yr: up to 19 hrs/wk [X]
RATE OF PAY	\$11.00	(Compliance with current UW Student Pay Schedule)	

Duties and Responsibilities:

Run night of event food concessions area in Meany Hall for scheduled performances. Reconcile sales income with night of event inventories. Schedule and supervise barista, helper and volunteers. Order food and drink consumables and supplies from established vendors. Update Gallery Café website as needed.

Minimum Qualifications:

Experience in food service and cashiering; excellent customer service and communications skills; transportation for pick up of supplies; working knowledge of Microsoft Excel, Microsoft Word, and Microsoft Publisher; food service permit (may be obtained after hiring). Ability to work well with people of all ages.

Educational Benefits:

Develop supervisory skills, budget tracking and inventory maintenance.

OFFICE USE ONLY

Job Class Code: 0875 0872 Grad: 0881 0882 0883
 51% Comp. to Classified: Yes [] No []
 State [] Federal []
 Open [] Closed []

JOB NUMBER:

11MHPA05

JOB CATEGORY:

ARTS/MEDIA