**Go The Distance Baseball, LLC**

**Position Description**

**Job Title:** **Shift Manager Concessions**

**Reports To:** **Manager - Food & Beverage**

**FLSA Status:** **Exempt, Full-time, Hourly**

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**Summary**: Under direct supervision from the Food & Beverage Manager of Go the Distance Baseball LLC, this position will offer assistance, support, direction for the manager of all food & beverage components at The Field of Dreams doing business as Go the Distance Baseball, LLC.

**Essential Duties:** Job duties for this position are as follows. Other duties may be assigned and/or performed as required.

* Accountable for daily operations under supervision from Manager
* Uphold, support and promote all company policies and procedures
* Demonstrate continuous professionalism and respect working with public customers, vendors, distributors, affiliated business partners, and all staff members
* Perform and/or supervise employees under job descriptions of Cashier, Line Cook, Float, and bartender who work in Food & Beverage at Go the Distance Baseball, LLC
* Offer assistance, support and direction for manager with Vendors, Distributors, Food truck operations, and volunteers working in or with Food & Beverage on property
* Ordering, purchasing, and distribution of product pertaining to Food & Beverage under supervision of manager
* Account for all receipts pertaining to ordering and purchasing. Ensuring the accountant has all the proper documentation for purchases at any given time
* Accountability with the daily cash bags, the cash drop for the day and all accounting practices to open and close facilities under title of Food & Beverage under supervision of manager
* Follow and be in compliance with The Iowa State Food & Beverage Authority health standards.
* Follow and be in compliance with all state inspections, license renewals, and other applicable items dealing with the Iowa State Food & Beverage Authority
* Every year, this position needs to fill out and complete the Iowa State Food & Beverage Authority Health Release form, kept on file at Go the Distance Baseball, LLC. To be in compliance with the Iowa State Health Authority
* Under direct supervision from Manager of Food & Beverage. This position will offer assistance, support and direction of training, and success of potential employees at Go the Distance Baseball, LLC.
* Clock in/out on Deputy Time Clock App on any given work day scheduled
* Schedule changes, daily time adjustment, and all other payroll questions need to be directed to the manager. If more assistance is needed manager will contact Human Resource Personnel
* Other duties may be assigned and/or performed as required.