Post Date: July 9th, 2014 (extended) Closing Date: Open until filled

Job Title: Concessions Manager

Location: Mayville State University, Mayville, ND

Recruitment: Internal/external

Compensation: PT, $7.25 per hour, non-benefited

- **Job Description:** Mayville State University is seeking a Concessions Manager to support the Mayville State Athletic Department. This is a part time position with a term August 1st to May 31st. The Concessions Manager would be required to provide oversight for all Mayville State home athletic events, Mayport-CG football games, and other high school tournaments as needed. The purpose of this position is to oversee all aspects of the concession stand operations for the department. Some of the duties include: schedule workers, order all product, rotate stock as needed, make sure stands are clean, organized and functional at all sites, work with the athletic department administrative assistant to prepare money boxes for each event, and account for all monies immediately at the conclusion of an event.

Minimum qualifications:

- HS degree or equivalent
- Experience providing great customer service
- Attention to detail and cleanliness

Preferred qualifications:

- Experience scheduling workers
- Experience with receipts and handling cash
- Knowledge or experience with inventory maintenance and ordering

To apply, submit: a Mayville State Employment Application (available on the University website at www.mayvillestate.edu and click the employment link at top of the page); and names and phone numbers of three professional references to: Noah Fischer, Human Resource Officer at Mayville State University, 330 3rd Street NE, Mayville, ND 58257. Preference will be given to applications received by June 18th, 2014.

For specific questions regarding this position, contact Mike Moore, Athletic Director, at mike.moore@mayvillestate.edu.

Veterans claiming preference must submit DD214 and, if applicable, proof of disability.

ND Relay: http://www.relaynorthdakota.com/

Mayville State University is an equal opportunity employer.