

## Concession Stand Lead

This position allows up to three (3) leads. This role is responsible for the day-to-day operation of the concession stand. Because this role deals with money taken in through concession sales and may have access to the league debit card for purchasing inventory, the Concession Lead(s) must undergo a background check for the existence of any financial or fiduciary convictions or charges pending. Responsibilities include but are not limited to:

- Supervise the volunteers and activities within the Concession Stand.
- Secure enough personnel for operation of stand with assistance of the Parents Auxiliary Director.
- Set up volunteer schedules for concession duty and work with board members to ensure there is board coverage when the Concession Stand Lead(s) is not able to be in the stand.
- Working with the Treasurer and within the season budget, select menu items and determine fair pricing.
- Maintain an inventory of product and league owned equipment.
- Secure necessary supplies for concession and maintain records of purchases.
- Turn in daily/nightly register money and receipts to the Treasurer.
- Work with the Treasurer to ensure that money to pay the Umpires is available in the stand on Game Days.
- Responsible for maintenance/cleaning of concession stand before and after service.
- Working with the board to set up “clean up days” before opening and after closing of each season.

Due to the time commitment, this position is not in rotation for Board Member on Duty days/nights as when they are in the stand, they are counted as an additional board member on duty but they are not required to walk the fields or other duties. This position must also comply with the Conflict of Interest Policy on file with the IRS and the State Corporation Commission.

I \_\_\_\_\_, accept the responsibilities and requirements of the position of Concession Stand Lead as outlined above. I understand that in accordance with the rules of Babe Ruth Leagues of Virginia, Inc. that I will have to undergo a limited background check prior to taking office. I also understand that if I am unable to perform these responsibilities and requirements I can be removed from this position by a majority vote by the Board.

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Signature Date