



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE “B” JOB DESCRIPTION:

CONCESSION STAND LIAISON (HOLMDEL HIGH SCHOOL)

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools (preferred).
2. Has prior experience in working with students in club and community service situations (preferred).
3. Demonstrates abilities and skills in organizational and interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Athletic Director and/or Principal or designee

JOB GOAL: To oversee and coordinate the activities of the Concession Stand during the Fall athletic season.

PERFORMANCE RESPONSIBILITIES:

1. Leadership
 - a. Works closely with Athletic Director and Principal to ensure that the stand area is properly supplied with volunteers (parents and students where appropriate).
 - b. Oversees the purchase of necessary supplies and ensures that the stand is properly stocked for each athletic contest; further, oversees the operational maintenance of the concession stand before, during and after each contest.

2. Student Management

- a. Works with Athletic Director and/or Principal, along with Class Advisors to provide supervision of all students during all times of involvement as stipulated by Board policy and/or school procedures.

3. School and Community Relations

- a. Articulates regularly with other outside user groups from the community (e.g. AYP) to ensure that the concession stand is well-maintained and supervised.
- b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.

4. Other Assigned Duties

- a. Performs other appropriate tasks and assumes such other responsibilities in connection with this position as assigned by the Principal and/or Superintendent.

TERMS OF EMPLOYMENT: The stipend and work year to be established by the Board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting

DATE: August 29, 2018