

TITLE: ASSISTANT HEAD CONCESSIONAIRE

Department: Tour	Staffing Classification: Seasonal
Reports To: Head Concessionaire	FLSA Status: Exempt
Date Approved:	Signature:

JOB SUMMARY: (What is done and why.)

Assist the Head Concessionaire in a profitable, efficient, and attractive concessions operation. Assist in the oversight of the concession staff.

ESSENTIAL FUNCTIONS: (Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.)

1. Assist Head Concessionaire in the evaluation of concession equipment and any other concession related touring needs for the coming year prior to start of tour.
2. Assist in the training and organization of concession crew prior to start of tour. Assist in the establishment of a work schedule for concession crew and Troupers interested or assigned to work concessions.
3. Assist in the oversight of the concessions crew performance and promote positive customer relations behavior in the crew throughout the tour.
4. Maintain positive concessions crew morale.
5. Effectively communicate and work as part of a team.
6. Assist with training for all concessionaires to hawk products in and out of the tent.
7. Assist in the maintenance of daily inventory and daily cash counts
8. Maintain a clean, attractive presentation at both concession areas.
9. Assist in the set-up and tear-down of concession tents.
10. Drive company vehicle.
11. Assist in the set-up and tear down of back lot at the discretion of the Circus Operations Director. Duties may include but not limited to: Setting and leveling bunkhouses, running hoses and electrical cords, setting up dishwashing station, setting up picnic tables and dining tent.
12. Other jobs as needed.

WORKING CONDITIONS: (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.)

Internal: Work is normally conducted in an office environment.

External: Work requires travel throughout Vermont and surrounding states in preparation for and while on summer tour.

PHYSICAL DEMANDS: (The physical effort generally associated with this position.)

Work involves standing, walking, bending, kneeling, reaching, stooping, and other physical activities consistent with setting up heavy equipment. Work may include lifting, carrying or moving objects and equipment weighing over 50 pounds.

SUPERVISION:

Supervision is received from the Head Concessionaire.

PERIOD OF EMPLOYMENT:

This is an approx. three month seasonal position from end of May to end of August 2019.

To be considered for this position, please contact tour@smirkus.org.

Interested parties please include:

- Cover letter
- Resumé
- Completed [Circus Smirkus Employment Application](#)

Circus Smirkus is committed to creating a diverse environment and is proud to be an equal opportunity employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

<http://www.smirkus.org>

