Concessions Admin Intern

Summary: Responsible for clerical functions and administrative support of concession operations.

Essential Duties and Responsibilities:

Answer telephones and email inquiries in a professional and client centric manner.
Enters schedules and communicates to all staff. Review and audit daily timesheets.
Assist with staffing, including finding staff when team members call out on short notice.
Assist with tracking staff attendance and meal/rest breaks to ensure compliance.
Maintain and organize concession stand paperwork and records.
Verifies correct counts of items received and notes discrepancies or damages.
Assist in monthly inventory.
Assist Concessions Manager with maintaining POS System.
Assists Concessions manager with communication with warehouse and kitchen to ensure product availability and quality.
Assist Concessions Manager in executing all required mandated training and tracking of training completion.
Abide by company safety and sanitation policies.
Follow and manage Levy Responsible Alcohol Service.
Work effectively and maintain good working relationships with co-workers, team personnel and supervisors.
Contributes to the team; exhibits professionalism with customers, fellow employees.
Attend in-service and/or safety meetings as required.
Maintain clean and safe work environment; ability to perform job safely.
Performs other duties as assigned.

Skills:
Strong communication skills and ability to lead with minimal direction
Strong computer proficiency
POS skill preferred