



COLLEYVILLE HERITAGE HIGH SCHOOL THEATRE BOOSTER CLUB  
VOLUNTEER POSITION DESCRIPTION

## Concession Coordinator

Revised for 2019/2020

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The Concession Coordinator is responsible for procuring inventory, scheduling and managing the concession sales for CHHS Theatre performances. Concessions refers to the sale of beverages, snacks and merchandise items in the performance space lobby. Concessions are sold prior to performances and at intermissions.

The Concession Coordinator reports to the Secretary.

### ***Essential Functions***

- Oversee all areas pertaining to concessions
- Coordinate schedule for concession stand usage with CHHS school officials
- Coordinate concession purchases for each show performance
- Work with Booster Club Secretary to publish worker schedule on SignUp Genius and manage full participation; Assign workers with date and time in advance of upcoming concessions
- Count and forward all receipts of concessions to the Treasurer
- Clean and return concession stand equipment to original condition and location
- Solicit help from school organizations or clubs and parents

### ***Talents Needed for Success***

- Organization and attention to detail
- Ability to manage volunteers for each program to successful outcomes
- Ability to work within a budget
- Ability to delegate work programs while maintaining oversight

### ***Programs***

- Concessions at Main Show Performances at CHHS Auditorium
- Concessions at Black Box Performances
- UIL Snacks and Gifts as required