



POSITION: Concessions Supervisor  
REPORTS TO: Concessions Manager  
DEPARTMENT: Food & Beverage  
FLSA STATUS: Non-Exempt

### **SUMMARY**

This position provides support such as inventory control and supplies for 8 to 10 concession areas at the Chesapeake Energy Arena and the Cox Convention Center.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. All other duties and responsibilities may be assigned.

- Support for concessions employees and non-profit employees for events
- Ensure that concessions and bars are prepared to operate for all events
- Maintains all Concession equipment and cleaning maintenance logs
- Communicates cleaning and equipment needs for concession stand
- Complies with Health Department rules and regulations
- Requisition of food and supplies as needed during events
- Ability to count large quantities of inventory with accuracy
- Inventory Control, to include counting food and supplies, as needed during the event
- Attention to detail and consistency in every aspect of service is a must
- Position is very hands on with constant interaction with staff and customers during events.
- Must adhere to all SMG policies and procedures

### **SUPERVISORY RESPONSIBILITIES**

- Monitors all Concessions Staff
- Upholds all concession standards
- Communicate any staff concerns and needs to Concessions Manager

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **EDUCATION AND/OR EXPERIENCE**

- High School Diploma or Equivalent
- At least 1 year of prior supervisor or management experience preferred

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced oral and written communication skills
- Strong customer service skills
- Ability to work well with other staff members in the facility
- Results oriented individual
- Excellent organizational, communication, and inter-personal skills

- Ability to undertake and complete multiple tasks
- Ability to ensure a quality product
- Ability to operate and effectively communicate on a radio
- Attention to detail

#### **PHYSICAL REQUIREMENTS**

- Constant standing and walking
- Repetitive lifting and reaching with hands and arms
- Frequent stooping and bending
- Repetitive motion of the wrists, hands, and fingers.
- Manual dexterity to work with concessions equipment using hands, to finger, handle or feel.
- Exerting up to 50 pounds of force rarely, and /or up to 20 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

#### **WORKING ENVIRONMENT**

- May be exposed to vibrations during events caused by extreme noise.
- May be exposed to strobe lights/lasers during events.
- Moderate to extreme exposure to noise during events.

#### **HOURS OF WORK AND TRAVEL REQUIREMENTS**

- Travel negligible
- Shifts vary – Required to work any shift needed (as scheduled)
- Ability to work irregular hours, including nights, weekends, and holidays.

**NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.**

TO APPLY:

*Submit Resume & Cover Letters to:*

Human Resources Coordinator  
Chesapeake Energy Arena-Cox Convention Center  
One Myriad Gardens  
Oklahoma City, Ok. 73102  
[hrrsmg@chesapeakearena.com](mailto:hrrsmg@chesapeakearena.com)  
Fax (405) 605-8037  
Phone (405) 602-8500

Applicants who need a reasonable accommodation to complete the application process may contact (405) 602-8500.

**SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.**