

LILLOOET & DISTRICT MINOR HOCKEY ASSOCIATION

Concession Manager



LDMHA Policy and Procedure Manual Section 2.13: Concessions Manager:

- a. Requirements: Food Safe Certification
 - b. The Concession Manager is responsible for the overall operations of the concession including but not limited to purchasing of inventory, deep cleaning of equipment and filling volunteer slots for events outside of LDMHA.
- see Addendum Concession Manager Package (BELOW)*

Addendum D: LDMHA Concession Managers Manual Concession Manager

The Board of Directors along with the Concession Manager will determine a pay schedule or stipend at the beginning of each season.

The Concession Manager is still required to complete their volunteer hours for their child(ren) and will only receive credit for actual volunteer hours of operation.

The concession should be in full operation for all minor hockey exhibition and league games, and tournaments. Managers will assist in filling the volunteer schedule for these events.

The concession Manager will:

- Make every effort to have the concession in operation for beverage and snack sales for other events such as Public/Family/Teen skates and full operation for Ice shows, other hockey tournaments or ice events and will be responsible to fill the volunteers needed for these events.
- The concession is to be operated by LDMHA members only.
- The concession cannot be used by any other organization without the prior approval of the Board of Directors and where approved, a member of LDMHA must be on site at all times of operation, (ie: dry grad) . A cleaning deposit will be required by that organization to be determined by the Board of Directors at that time.
- The concession cannot be rented or leased to another organization or individual

Other Responsibilities:

- Host a training day at the beginning of the season for parents who are new to the association and provide them the fundamentals of the operations.
- Ensure that volunteers operating the concession are following all Interior Health Policy.
- Ensure that the concession is fully stocked for all scheduled events
- Be available during large events to restock items that may sell out (or designate a back up person to assist)
- Attend the concession within 24 hours of concession closing (after league games or tournaments) to ensure that all equipment has been shut down properly and food has been sealed and stored according to Interior Health Policy.
- At the same time ensure that volunteers have completed the end of day tasks. If the Concession Manager has to complete a task on behalf of the parent volunteer, they may deduct the time spent from that individual and keep the time for themselves. This must be documented in the volunteer

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logbook including details of the tasks that had to be completed.

Purchasing:

- All purchasing will be done locally unless the item is not available in town.
- Purchase inventory at the best price possible using sales and promotions when available.
- The Board of Directors must approve the purchase of any concession equipment.
- Charge accounts available with Van Houtte Coffee Supply, Country Store, Buy Low Foods and Pharmasave.
- The Concession Manager will not open any charge accounts under the name of LDMHA without the consent of the Board of Directors.
- Any purchases made that require reimbursement must be submitted to the Treasurer using the LDMHA Expense Claim Form and all receipts must be included in order to be reimbursed.