



ADVISORY BOARD JOB DESCRIPTION

Kitsap County Fair Board

JOB TITLE: Concession Director

LOCATION: Kitsap County Fairgrounds

JOB SUMMARY:

Acts as part of an advisory body to assist the Fair Advisory Board and Fair Management in making recommendations to the Kitsap County Board of Commissioners. The Concession Director is responsible for coordinating and overseeing food concessions during Fair, as well as ensuring quality, cleanliness and variety.

JOB DUTIES (include but are not limited to):

The Concession Director:

- Assists staff in the selection of concession vendors for the Fair
- Assists in the placement of concession stands on the fairgrounds during the scheduled set-up days and times
- Assists in acquiring food suppliers for concessionaires
- Consults with concessionaires and assists in the pricing of food products for Fair
- Assures that all concessionaires comply with Health District and Fair regulations
- Assists in the resolution of any disputes with concessionaires, including placement and food pricing
- Assists concessionaires with the submittal of daily concessions reports and payments
- Monitors volunteers and sponsors for attendance, quality and adherence to all Fair rules
- Recommends concession area improvements to the Fair Advisory Board and Fair Management
- Assists with the preparation of the Fair budget and works within budget restraints
- Performs all other duties as assigned

SKILLS AND QUALIFICATIONS:

- Must have knowledge of food safety
- Must be people-oriented, friendly, and able to work with concessionaires and their staff diplomatically
- Must be available full time during the week of Fair
- Must be willing to participate in monthly Fair Board Meetings

RESPONSIBLE TO:

- Parks and Recreation Director and the Kitsap County Board of Commissioners

I have read and agree to perform the duties listed above to the best of my ability. I will observe the position description guidelines and the directions of the Fair Manager and Parks and Recreation Director.

I understand that Kitsap County shall indemnify, hold harmless, and defend County volunteers for liability that may arise from acts or omissions committed when acts or omissions were made in good faith during the course of and within the scope of an assigned volunteer activity and their volunteer position description.

Signed: _____ dated _____

POSITION UPDATED: January 28, 2009