



2024 Concessions Manager

Prescott Park Arts Festival, a well-established and dynamic non-profit organization, is looking to **hire a seasonal, full time Concessions Manager** at The Prop, Prescott Park's commercial kitchen and concession stand. This position will join the experienced, award-winning, fun, and fast-paced team responsible for organizing this popular summer tradition that offers a diversity of performances from June to October each year. Events include concerts, food and music festivals, movie nights, a signature musical theater production, a youth theater camp, and more.

Prescott Park Arts Festival is a cultural leader in the Seacoast, and reaches nearly 150,000 people through its events, all offered by suggested donation in Portsmouth's beautiful downtown Prescott Park. The festival's contribution to the local economy in show and visitor related spending has swelled to \$7.5 million annually.

Job Description Details

(The Prop is Prescott Park's commercial kitchen and concession stand.)

The Concessions Manager will work to develop an interesting and efficient menu in a fast-paced environment. They will work closely with the City of Portsmouth Health Department and the NH Department of Health and Safety, to ensure food safety guidelines and standards are followed for both back of house (BOH) and front of house (FOH).

The **Concessions Manager** duties include, but are not limited to:

- Work with Festival leadership in developing/reimagining menu and pricing
- Management of Kitchen Staff and Concessions Staff to ensure adherence to established procedures and recipes
- Establish and/or maintain vendor relationships including - confirm pricing on delivery, quality standards, delivery schedules and incoming inspection standards.
- Oversee maintenance standards of kitchen equipment and take steps necessary to ensure all are in good working order.
- Establish and ensure execution of cleanliness, storage and food prep standards meeting the requirements of the City of Portsmouth Health Department and the NH Department of Health and Safety, including the posting of all licensing and permits.

- Train and management of Kitchen Staff on execution of daily prep list to prepare food for that day's service, recipe review and plating/appearance of food being delivered to customers.
- Lead end of day closing - cleaning processes, proper storage of food, daily sales reports and cash out.
- Works closely with Prop Shift Leaders in maintaining efficient daily operations of the Prop.
- Monitoring of sales data (what is selling, what is not, documentation of any waste, customer feedback)
- Along with Festival leadership, assist in adjusting min/max ordering guide.
- Completing documentation daily to ensure control procedures are followed, delivering accurate production records and effective waste management.
- At the end of the season, analyze waste and sales data to assist in menu development for the next season.
- Other duties as assigned

Skills and Education requirements include, but are not limited to:

- 2-4 years of experience managing a fast-paced kitchen and staff would be preferred
- Food Safety Certification (training provided upon employment)
- Detail-oriented manager/team-player, able to work under multiple deadlines
- Experience managing restaurant food safety and cleanliness standards
- Experience supervising vendor relations, ordering and kitchen staff
- Comfortable working in a fast-paced environment
- Experience with Covid-19 protocols and State Guidelines strongly preferred
- ServeSafe certification ideal

COMPENSATION: Equivalent to \$20/hr, with opportunity for \$2k in possible incentives throughout the summer. Salary commensurate with experience. ***This is a seasonal position from June to October 2024.***

Prescott Park Arts Festival is deeply committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. We strongly encourage those with the following identities to apply: Black, local Indigenous, people of color and people with intersecting identities including LGBTQIA+, women and non-binary people, people living with disabilities and others with lived experience being part of marginalized communities.

To Apply: Please send a cover letter, resume and references to Brock Piechota (Operations Manager) at operations@prescottpark.org