

Job Descriptions for Boosters 2022

Board Positions to fill:

- 1, Vice President
2. Co-Treasurer
3. Social Media
4. Volunteer Coordinator

VP Duties - Attend and help run meetings. Be a contact person for organizations who want to use concession stand. Oversee and help with decision making regarding all Booster involvement.

Co-Treasurer (time commitment is about 1x/week)- Manage cash on hand (change box), make cash bags for events. Count bags for deposit (except football) Make bank deposits. Keep track of deposit receipts for other Treasurer. Attend booster meetings.

Social Media - Promote Booster Club on social media. Promote games and accomplishments for our organization, the athletic department and our student athletes on our social media platforms.

Volunteer Coordinator - Create Sign Up Genius for volunteer sign ups for each sport in their season. Email parents of athletes with link for sign ups - monitor sign ups to make sure events are filled or communication is made if more people are needed.

Other positions to be filled:

Raffle Contact - Contact person for groups using our raffle license for 50/50 raffle during our events. ALL ATHLETICS USE OUR LICENSE. Explain rules and regulations - keep track of records for each event needed for our files.

Openers - Bring the cash bag to the stand opening for each event. Get appliances out and set up for volunteers working the event. Explain where back ups and extra things are located.

Closers - Show up at the end of the event. Help guide workers to close if needed including counting cash, stocking drinks, candy and putting appliances away. Take the cash bag and put it in the safe.

Shopper - Takes list from the stand stocker & prep people and places orders (shops) for concession stands. (weekly)

Sam's - groceries, foil, gloves, candy, some paper products

Badger Wholesale - nacho trays, popcorn bags, napkins, back up for Gehl's nacho cheese and nacho chips

Woodman's - Pickles (Large, aisle 9 bottom shelf) sometimes Laffy Taffy.

Melotte Distributing - Hamburgers, hot dogs, taco meat, pretzel bites, nacho chips, Gehl's nacho cheese

Valley Popcorn (Mike) - Popcorn

Amazon - Back up candy, replacement appliances, hot beverage cups and lids.

Stand Stocker & Prep - (Can be 3 people) Indoor, Stadium and Baseball/Softball stands.

Assesses inventory of the stands and puts the shopping list together for the shopper & beverage manager. Puts shopping items away in the stand and keeps it organized.

Preps for events (makes sure all items that will be needed for game time are functioning and in the stand)

Gehl Cheese Company: Nacho Cheese Machines

Pepsi: Hot chocolate machines, all beverage coolers and Gatorade vending machine

Valley Popcorn: Repair Popcorn Machines

Gary (BP Custodians): cabinet repair, golf cart maintenance, moving coolers as needed, all water lines,

heaters, fans, hanging signs, all electrical, trailer for BB.

Beverage Manager - Inventory beverage counts for all stands. Order refrigerated trailer for football games in the fall, possibly for baseball/softball for playoffs if we host in the spring.

Water: Place order for water as needed. (pallets donated by Witt Auto-do we have contact information?) Pallets of water are kept in the outdoor shed under the bleachers and in the furnace room behind the concession Stand.

Pepsi: Place Pepsi order before 3:00 on Thursdays for Monday delivery.

Indoor stand order goes to furnace room and safe room

Stadium stand order goes into inside back freezer room

Baseball/Softball stand order goes inside the stand under the counters

Vocational Training - works with Andrea Solper. Her special needs class helps with real job experience in our stand. They fill the Gatorade machine, stocking beverage coolers, popping popcorn for big games, prepping pretzel bites. They will also help with inventory when we need to do inventory when other groups use our stands.

Extra Events Coordinator - Contact person for groups who would like to use the concession stand for their own events. Go over contract with the person in charge for their event (ie, boys and girls youth basketball, wrestling, BPDT, volleyball) Explain guidelines and requirements. Inventory product before event and after. Create and send an invoice to the group for payment.

