



# FACILITIES OPERATIONS COORDINATOR

**Department:** Facilities Operations

**Full/PT Time:** 15 – 30 Hours

**Supervisor:** General Manager

**Location:** Essex County

## SUMMARY:

The New Jersey Spartans' Facilities Operations Coordinator, aids in the management of the concession outlets by consistently providing our customers with the highest level of service, ensuring a safe and enjoyable experience, supervising sales staff and maintaining accurate inventory and accounting transactions.

## ESSENTIAL FUNCTIONS:

- Promote and sell tickets for games and special events as well as Spartan merchandise.
- Oversee the set-up, cleanup and tear down of concession areas.
- Manage and supervise the operations and sales of the entrance, concession and merchandise outlets.
- Assume responsibility for maintaining a safe, friendly, clean and well-organized environment.
- Communicate with other staff and customers in a courteous and professional manner
- Direct and supervise employees engaged in sales, inventory-taking, reconciling cash receipts, and in providing services for customers
- Monitor the quality of service among staff leading by example.
- Check stock to ensure that all products are adequately stocked and available for customers.
- Secure merchandise by implementing security systems and measures.
- Event Assistance – It is mandatory that Interns be available to help with any events occurring during the Internship (i.e. games, fundraisers, promotions and other special events hosted by the Spartans)
- Assist with entrance, tickets and merchandise sells during home games.
- Provide assistance to the rest of the management staff members as requested, when needed.
- Perform other duties and responsibilities as assigned by the General Manager.

## EXPECTATIONS:

- Abide by the Rules & Regulations established by the New Jersey Spartans Organization.
- Project a professional image in all interactions with customers and fellow Spartan Associates.
- Arrive on time and perform your duties based upon your scheduled hours.
- Represent the New Jersey Spartans and the football program with pride and respect at all times.

## QUALIFICATIONS & SKILLS:

- Previous management or supervisory experience preferred
- Strong desire to work in a sports retail environment.
- Ability to market and promote the organization
- Professional Verbal and Written Communication Skills
- Attention to details and excellent organizational skills.

## EDUCATION | EXPERIENCE REQUIREMENTS:

- High School Diploma
- Some College with Marketing / Finance / Accounting / Business Courses
- Sales Experience – Great!

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Internship