



## **CONCESSION MANAGER**

(as of January 11, 2024)

The Concession Manager organizes FOH and Concession schedule, makes sure concession volunteers are comfortable with the job and keeps the kitchen stocked with supplies.

### **About a month before the preview show:**

- Set up a schedule for Front of House (FOH) and Concession volunteers for all performances, including the Preview. Four people are required:
- Two volunteers for FOH: the FOH manager and FOH helper
- Two volunteers for Concession
- Job Descriptions for these positions are in this manual.
- Compose a note asking for helpers and ask the secretary to send it out to people on our Yahoo database. There are also lists of past concession and FOH volunteers in Dropbox that the secretary can forward to you.
- Try to find volunteers for every position so that the Concession Manager can volunteer in the kitchen in emergencies, training new people, etc.
- Ideally when scheduling Concession/FOH, ensure that there are two experienced people on each shift (one for Concession and one for FOH).
- When the schedule is completed, send the schedule and job descriptions to the volunteers and ask them to reply to your note confirming that they are still available, and that contact info is correct (email and best phone #). Call any that have not responded within a few days.

### **About a week before the preview show:**

- Take an inventory of supplies left over from the previous show and prepare a shopping list.
- Purchase additional concession supplies from the Real Canadian Wholesale Club, 846 Viewfield Road, Esquimalt; Costco or another discount store. These items sell for \$1: chips (mixed), Mentos, Dad's Cookies, juice, water, tea, coffee. Chocolate bars are \$2. Avoid items that will sell at a loss. Note: Boxes of candy bars, etc. are taxable and drinking boxes are charged a deposit.
- Keep all receipts and submit them to the Producer or Treasurer for reimbursement.



**During the show:**

- The Concession Manager should attend enough performances to be comfortable that the kitchen is running smoothly and to check that there are enough supplies and re-stock as needed. Four people in the kitchen during intermission is quite enough so don't feel obliged to stay.

**At the strike:**

- Make sure all supplies are removed from the kitchen shelves and fridge and stored in the room on the right at the back of the hall. Sell or use at a cast/crew party supplies that will be very stale dated before the next show.