

Concessions Supervisor/ Intern Job Description



**AGGIE
HOSPITALITY**

The Aggie Hospitality Concessions team is looking for dedicated, proactive individual(s) to help perform the day to day data entry and reporting. As well as perform other duties such as filing, printing, scanning, laminating, and basic concession stand set up and operations.

Below are some tasks:

Tangent:

- tangent close out- GOS entry
- tangent REQ entry
- Tangent inventory entry
- Tangent reports pulled
- Cash room deposit entry

Micros:

- Pulling reports
- Rev center reports
- items sold reports

Kronos:

- time entry
- reconciling time cards
- pay discrepancies
- pay check distribution

Money Room support:

- Distro out money
- pick up money
- drawer pulls during event

Paperwork Filing and organizing/ Kyle Field set up

- Event files organized and stored properly
- Kyle field stand packets set up
- Kyle field stand signs printed, laminated and placed properly in locations
- concept menu and menu builds created/ laminated and placed in stands
- cooking pars hung up

To apply for this job, please visit our website: workatlevy.com