

## **Part-Time Concessions/Catering Pool**

### **DEFINITIONS:**

This position is part-time only, It is limited to less than 1,000 hours per calendar year. It is not eligible for benefits such as paid vacation, retirement, health insurance or paid sick leave.

This position works a variable schedule as needed. There will be no set weekly schedule or guarantee of weekly hours.

This position is not a path to full-time employment with the Bell County Expo Center. There is no warranty of promotion.

This position pays \$10.00 per hour and is eligible for overtime pay when more than 40 hours are worked in a week. Management will avoid overtime when possible.

### **DUTIES:**

This position assists the Expo full-time workers in operating the concession stands by preparing food, assisting customers, handling cash, cleaning up. This position will also assist the Expo full-time staff with catered events by setting up caterings, working as service staff, clearing tables, and general clean up as needed.

Examples of tasks:

- cooking hot dogs/sausages on roller grills
- preparing popcorn
- taking customer orders and payment, making change
- cleaning concession stands at end of events
- moving catering equipment to appropriate sites
- assisting with service at caterings
- general clean up and dishes after caterings
- communicating and working with the Expo lessees (people who rent the facility) and the public
- other tasks and duties assigned by management

### **REQUIREMENTS:**

- Must adhere to the Expo Drug and Alcohol Policy
- Must meet I-9 eligibility to work in the United States
- Must obtain a Bell County Food Handlers permit within 30-days of hiring
- Must obtain TABC seller certification within 30-days of hiring
- ability to effectively communicate in English, spoken and written
- maintain cell phone service and provide telephone number to Expo supervisor  
(work schedules will be posted through text messaging)
- access to reliable transportation (there will be night shifts)
- ability to work widely variable hours
- Must be able to meet the following dress code requirements:

**Concession Stands** – Concession stand workers must wear either a red or white polo style shirt and blue jeans or khaki pants with a belt. Pants must be worn at the waist, no drooping pants. Each stand worker must wear the provided “Expo Catering & Concessions” apron. Jewelry will be kept to a minimum; only simple rings, small earrings (nothing over 1 inch), no long chain necklaces. Any hair that is longer than chin length must be worn up, e.g. in a ponytail, bun, or braided. Shoes must be closed toes and preferably slip resistant. If you do not have slip resistant shoes, you are accepting liability for your own slips and falls.

**Runners** – Runners must wear either a red or white polo style shirt with blue jeans with a belt. Pants must be worn at the waist, no drooping pants. Jewelry will be kept to a minimum; only simple rings, small earrings (nothing over 1 inch), no long chain necklaces. Any hair that is longer than chin length must be worn up, e.g. in a ponytail, bun, or braided. Shoes must be closed toes and preferably slip resistant. If you do not have slip resistant shoes, you are accepting liability for your own slips and falls.

**Catering Events** – Catering attire will be determined by the event. Formal catering servers will wear black button-down, long sleeve shirts with a colorful tie and black pants with a belt. Pants must be worn at the waist, no drooping pants. Jewelry will be kept to a minimum; only simple rings, small earrings (nothing over 1 inch), no long chain necklaces. Any hair that is longer than chin length must be worn up, e.g. in a ponytail, bun, or braided. Shoes must be black with closed toes and preferably slip resistant. If you do not have slip resistant shoes, you are accepting liability for your own slips and falls.

Casual catering attire will be the same as the concession uniform.

**Bar Tenders** – Bar attire will be determined by the event. Formal event bartenders will wear all black. Shirts may be of own choosing as long as they are all black, at least  $\frac{3}{4}$  sleeves, and event appropriate. Pants will be black and worn with a belt, no drooping pants. Jewelry will be kept to a minimum; only simple rings, small earrings (nothing over 1 inch), no long chain necklaces. Shoes must be black with closed toes and preferably slip resistant. If you do not have slip resistant shoes, you are accepting liability for your own slips and falls.

For casual events the bartenders may wear jeans and shirts of own choosing as long as they are  $\frac{3}{4}$  sleeve and event appropriate, e.g. one may wear a western style shirt for rodeo VIP. Shoes must have closed toes and preferably slip resistant. If you do not have slip resistant shoes, you are accepting liability for your own slips and falls.