



Job title: Snack Shop Manager
Department: Food Service
Grade:

FLSA status: Exempt
Reports to: Banquet Manager

Position Summary: Supervise the operations of Sandy Cove Ministries' Snack Shop by adequately staffing, supervising, ensuring food quality as well as quantity in addition to maintaining inventory and ensuring cleanliness.

General Purpose: To ensure that Sandy Cove Ministries' Snack Shop is a place where guests can eat a snack or meal in a welcoming and clean environment, so that their overall experience at Sandy Cove helps them to better connect with God and each other.

Role Qualifications:

- A personal relationship with Jesus Christ
- Must contain an excitement for the mission at Sandy Cove Ministries
- 1-2+ years of experience in food preparation
- Knowledge of food safety and how to prepare "short order" foods
- Dependable and has a positive attitude

Position Responsibilities:

- Supervise and train employees through educating in proper food handling techniques, portion control, customer service, cash register operation and stocking
- Ensure all health & safety regulations as mandated by law and Sandy Cove policy are in compliance
- Anticipate and maintain adequate supplies by taking inventory, communicating needs, and contacting vendors to ensure inventory of food products, paper goods, cleaning products and utensils to meet needs of guests
- Oversee training, operation and cleaning of all Snack Shop equipment
- Work with Department Leaders to schedule employees as necessary
- Maintain cash register(s) and deposits
- Quickly respond to guest needs
- Perform any other reasonable request from the Director of Guest Services

Essential skills and experience

- Experience with prior supervision of employees
- Ability to multi-task
- Basic mathematical aptitude (addition, subtraction, multiplication, division)
- Ability to make quick decisions

Nonessential skills and experience:

- Experience working in Not-for-Profit camps or conference centers

Reporting to this position: Assistant Snack Shop Manager, “Summer Staff” when assigned to work in the Snack Shop.

Physical demands of work environment: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, see, talk or hear. The employee must occasionally lift and/or move up to 60 pounds.

■ *Work environment:* While performing the duties of this job, the noise level in the work environment is usually moderate.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries’ employees.

I have read and understand this explanation and job description.

Employee Signature: _____

Date: _____

Created: 8-1-11

Revised: 4-3-18

Revised: 12-30-2019