



Job title: “10th Hole” Snack Shop Assistant Manager **FLSA status:** Exempt
Department: Food Service **Reports to:** “10th Hole Snack Shop Manager”
Grade:

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

Position Summary: Assist in supervising (in the absence of the “10th Hole” Snack Shop Manager) the operations of the “10th Hole” by supervising, ensuring food quality as well as quantity in addition to maintaining inventory and ensuring cleanliness while providing guests with the “Sandy Cove W.A.V.E.” (Welcomed, Appreciated, Valued, & Encouraged to be like Christ.)

General Purpose: To help ensure that Sandy Cove Ministries’ “10th Hole” 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:

- Assist in supervising employees in absence of 10th Hole Snack Shop Manager by assigning responsibilities and handling all cash transactions
- Anticipate and maintain adequate supplies by taking inventory, communicating any recommended needs to the 10th Hole Manager that will be necessary to meet guests needs
- Supervise ClubCove one a week dinner and ensure that the proper food items are ready and available for the 100-300 children each week.
- Prepare food and ice cream for guests
- Perform necessary cleaning to contribute to a sanitary work environment and positive experience for guests in the “10th Hole”
- Quickly respond to guest needs
- Perform any other reasonable request

Essential skills and experience

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

- Ability to perform under stress

Nonessential skills and experience:

- ServeSafe Certification

Reporting to this position: Assistant ‘10th Hole’ Snack Shop Manager, “Summer Staff” when assigned to work in the 10th Hole.

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: