

# Tee Pee Snack Shop

GENERAL MANAGER



## JOB DESCRIPTION

The Tee Pee Snack Shop is a fast-paced environment, highly visited by COTW members. The staff must be flexible in learning and prepared to interact with any and all guests, perfect for those who enjoy being around people. The General Manager will be in a position to oversee all of the staff and staff/guest interactions.

## REQUIREMENTS

The following are preferred or required:

- Must be at least 18 years of age
- Must have leadership skills and must enjoy serving guests
- Must be able to work under stressful situations
- Experience in fast food or ice cream parlor
- Experience with managing a business or snack shop
- Ability to understand cash flow and operate a register

## RESPONSIBILITIES

- Responsible for all Tee Pee operations including but not limited to:
  - Ordering
  - Stocking
  - Organizing Inventory
  - Guest Interaction
  - Protocols
  - Safety
  - Sanitation
- Delegate tasks to staff
- Communicate with full-time staff member on scheduling needs

# Tee Pee Snack Shop

## GRILL MANAGER



## JOB DESCRIPTION

The Tee Pee Grill is a fast-paced environment, highly visited by COTW members. This side of the Snack Shop is the only place members can get meals other than their meal plan. The staff must be flexible in learning and prepared to interact with any and all guests, and familiar with cooking different foods. The Grill Manager will be in a position to oversee all of the staff and staff/guest interactions.

## REQUIREMENTS

The following are preferred or required:

- Must be at least 18 years of age
- Must have leadership skills and must enjoy serving guests
- Must be able to work under stressful situations
- Ability to manage a team and communicate well
- Must have knowledge of grill operation
- Experience in fast food or grill
- Ability to operate a register

## RESPONSIBILITIES

- Responsible for all Grill operations including but not limited to:
  - Ordering
  - Stocking
  - Organizing Inventory
  - Oversight of Grill Menu
  - Guest Interaction
- Must grow an understanding of all Grill equipment
- Delegate tasks to staff

# Tee Pee Snack Shop

## OPENING MANAGER



## JOB DESCRIPTION

The Tee Pee Snack Shop is a fast-paced environment, highly visited by COTW members. It often opens for a few hours in the morning to serve coffee and tea before chapel. The staff must be flexible in learning and prepared to interact with any and all guests, and familiar with cooking different foods. The Opening Manager will be in a position to oversee all of the staff and staff/guest interactions.

## REQUIREMENTS

The following are preferred or required:

- Must have leadership skills and must enjoy serving guests
- Must be able to work under stressful situations
- Ability to manage a team and communicate well
- Ability to work well in the mornings
- Basic Understanding of kitchen appliances
- Attention to detail
- Ability to operate a register

## RESPONSIBILITIES

- Responsible for opening operations including but not limited to:
  - Making Coffee
  - Baking Cinnamon Rolls
  - Inventory of Tee Pee food
  - Guest Interaction
- Delegate tasks to staff

# Tee Pee Snack Shop

SHIFT MANAGER



## JOB DESCRIPTION

The Tee Pee Snack Shop is a fast-paced environment, highly visited by COTW members. The staff must be flexible in learning and prepared to interact with any and all guests, and familiar with cooking different foods. The Shift Manager will be responsible for guiding and leading staff in the day to day operations.

## REQUIREMENTS

The following are preferred or required:

- Must have leadership skills and must enjoy serving guests
- Must be able to work under stressful situations
- Ability to manage a team and communicate well
- Ability in cash management
- Ability to delegate tasks

## RESPONSIBILITIES

- Manage staff and responsibilities
- Delegate tasks to staff members
- Communicate with leadership about scheduling organization