



...a Premiere Christian Camp and Retreat Center

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Snack Shop Worker

revised August 8, 2004

TITLE:

The title shall be SNACK SHOP WORKER.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Minimum of 16 years old. Experience in food handling & sanitation, dealing with the public, and working with a cash register is very helpful.

CONVICTIONS: Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

SCOPE AND IMPACT OF DUTIES:

The nature of the snack shop is such that it becomes a place for “socializing” as well as purchasing the items offered for sale. The staff of the snack shop relate to virtually all persons in camp in one way or another. Because of the relationships it is important that your actions and attitudes are consistent with the principles of Christian love and concern for persons. You work in cooperation with the dean in the implementation of programs; to do this you must seek to understand the philosophy and program for the week and to help by fulfilling reasonable requests for services. If there is any doubt in your mind regarding “reasonable requests” consult with the Director of Guest Group Services.

Hours for working in the snack shop will vary, but an average day consists of working from 9:00 a.m. to 12:30 p.m. at which time the shop is prepared for business by cleaning, counting money, and restocking. Opening hours are usually for about 3 hours in the afternoon and occasionally 1-2 hours in the evening as needed.

PRINCIPLES OF EMPLOYMENT:

Jumonville’s Summer Staff Personnel Policies shall pertain to this position.

LINE OF AUTHORITY:

This position is under the supervision of the Director of Guest Services and reports to same.

SPECIFIC DUTIES:

This description of duties is not intended to limit activity but, rather, to define areas of responsibility. It is expected that as situations arise calling for action, they will be handled expeditiously.

The Director of Guest Group Relations is in charge of the administration of the snack shop, assuring that stock is on hand, and that the shop’s business is efficient in terms of cost and inventory control. The Snack Shop Staff are responsible to carry out the day to day operations necessary to run the Snack Shop in an efficient and pleasant manner.

Specific Duties include but are not limited to these categories:

1. Cleaning the snack shop and
2. Restocking and reordering supplies along with periodic inventory of merchandise
3. Accounting and bookkeeping
4. Channeling incoming and outgoing mail
5. Orienting incoming deans, counselors, and campers each week
6. Wrapping all change
7. Any other duties as may be specified by the President and his/her designee.

A more specific listing of duties can be found in the Snack Shop Manual.