**A black sign with blue tick and text

Description automatically generated**

**Snack Bar Manager**

**Job Description**

**Position Title: Snack Bar Manager**

**Department: Programs**

**Reports to: Director of Club Services**

**Salary: Hourly wage based on experience, years of service & education**

**Status: Part-time 15-18 hours/week**

**BASIC FUNCTION:** The Snack Bar Manager is responsible for performing a variety of duties within the snack bar area of the Boys & Girls Club of Sparta, including light food planning and preparation, light cooking, completing customer transactions, cleaning the food storage/stock areas, maintaining a clean kitchen, and maintaining inventory; and performing other responsibilities as directed by or as assigned.

**Snack Bar Coordinator is responsible for:**

* Greeting Club members and taking food orders
* Handling the cash box and receiving payment, accurately counting and providing change
* Managing inventory, daily stocking, and pricing
* Preparing weekly lists of what items need to be ordered and replaced
* Clean and stock work area
* Assisting with a variety of kitchen-related functions as needed
* Organizing inventory and food, beverage products, and supplies
* Ensuring proper food handling procedures are followed, including wrapping, labeling, stocking, storing,

checking expiration dates of products

* Cleaning and sanitizing workstations, laundry, kitchen, and snack bar equipment
* Understanding meal/snack program requirements
* Estimating daily food preparation amounts, plans and preparing daily snacks
* Completely purchase orders and orders food and supplies in sufficient quantities for weekly meals when needed
* Other duties as assigned

**Qualifications/Necessary Knowledge, Skills, and Abilities:**

* Demonstrates the ability to interact with young people and coworkers in a friendly, enthusiastic, and outgoing manner
* Requires the ability to speak, read, and comprehend instructions, short correspondence, and policy documents, as well as converse comfortably with children and teens
* Cash handling and customer service experience preferred
* Ability to keep detailed records
* Basic math skills used in budgeting and accounting (addition, subtraction, multiplication, division)
* 18 years of age or older

**Program Responsibilities:**

Supervising Club members in assigned program and all activity areas

* Motivate participants through enthusiastic leadership and role modeling
* Model appropriate behavior and language as per Boys & Girls Club Policy
* Implement Club rules and procedures

Responsible for the physical and emotional safety of members in assigned program area.

* Making sure youth follow all Club rules and Code of Conduct
* Manage discipline within the area you are assigned to by redirecting, mentoring, and coaching Club members
* Notify the Director of Club Services when equipment needs to be purchased or replaced
* Maintain cleanliness and a neat appearance of the kitchen and snack bar area

**Club Responsibilities:**

* Attend staff meetings as needed
* Assist with Family Nights as requested
* Ensure your work schedules are being followed
* Ensure proper documentation is taking place with injuries/incidents/behaviors

**Additional Responsibilities:**

* Participate in special programs or events
* Other duties as assigned.

**SKILLS/KNOWLEDGE REQUIRED:**

* Knowledge of techniques and methods of quantity food preparation and storage
* Ability to prepare menu plans
* Knowledge of safety practices related to food preparation and use of commercial kitchen utensils and equipment
* Knowledge of sanitary methods of food handling, food preparation, and cooking techniques
* Experience with money handling
* Willing to become certified in CPR, AED, Child Abuse Recognition & Prevention, and Mandatory Reporting

## PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to understand speech at normal levels; speak in audible tones so that others may understand clearly’ physical agility to lift 20 pounds.

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are performed throughout the Clubhouse at the BGC of Sparta, and the noise level in the work environment will fluctuate from moderate to high.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Sparta's BGC is an equal opportunity employer.