



Snack Shack Lead

Reports to: Food & Beverage Manager

CMBG Mission: The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants and nature through horticulture, education and research.

Summary: Responsible for the efficient operation of the Snack Shack, including daily setup and stocking and selling of products, this position will assist the manager in tracking sales, inventory and recordkeeping as well as keeping the Snack Shack clean and up to code.

Essential Functions: *(This job requires the performance of the following tasks, with or without accommodation. Additional duties may be assigned.)*

- Enthusiastically sell Shack items
- Keep track of inventory dates daily.
- Present Shack in a warm and inviting manner.
- Run a point-of-sale system, receive money and make change, operate a coffee machine and blenders.
- Conduct or oversee assigned inventory cycle counts.
- Support operational needs of Cafe.
- Turn Shack over to Aglow standards after we close

Qualifications needed for this position:

- Retail experience
- Highly motivated and self-directed, can easily find tasks to keep busy.
- Excellent communication and team-building skills
- Customer service driven
- Working familiarity with POS
- Must be able to lift 40lbs.

Work schedule: This is a full-time seasonal position requiring some flexibility in work schedule depending on the demands of the season. Mid-May to beginning of January.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.

Submitted by: _____

Signature

Date

Manager

Date