

# Snack Bar Assistant Manager

Job Description (Rev. 1/19)

Reports to: Personnel Chair

Name: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Period: \_\_\_\_\_

## SUMMARY:

The Snack Bar Assistant Manager is primarily responsible for supervising and training staff, ordering and maintaining all food and beverage inventory, delivering consistent, professional customer service to members and nonmembers and maintaining the snack bar in immaculately clean condition according to YMSC Board standards.

Evaluation  
Scale 0-12  
10 = 100%

## MEMBERS:

LEVEL: \_\_\_\_\_

- \_\_\_\_\_ 1. Greet all members and guest in friendly courteous manner.
- \_\_\_\_\_ 2. Fulfill and prepare member and guest food and beverage orders efficiently.
- \_\_\_\_\_ 3. Act as back up for staff when necessary.

Total \_\_\_\_\_  
\_\_\_\_\_

## STAFF:

LEVEL: \_\_\_\_\_

- \_\_\_\_\_ 1. Train and supervise all staff required to objectives:
  - Provide and/or supervise the successful induction and training for snack bar Team Leads and staff
  - Gather and distribute relevant information to staff
  - Conduct staff counseling/commendation sessions to ensure continuous improvement
- \_\_\_\_\_ 2. Maintain an environment within the Snack Bar that motivates staff to exhibit consistent professionalism, cooperation and fun to satisfy the members.
- \_\_\_\_\_ 3. Serve as a role model to Crew Members.

Total \_\_\_\_\_  
\_\_\_\_\_

## FINANCIAL PERFORMANCE :

LEVEL: \_\_\_\_\_

- \_\_\_\_\_ 1. Responsible for daily deposits and cash management.
- \_\_\_\_\_ 2. Close out/train Crew Members how to close out nightly drawer and prepare daily deposits as necessary.

Total \_\_\_\_\_  
\_\_\_\_\_

**FACILITY MAINTENANCE:**

**LEVEL:** \_\_\_\_\_

- \_\_\_\_\_ 1. Follow Maryland State Health Department Standards for cleanliness.
- \_\_\_\_\_ 2. Assist with Snack Bar maintenance to keep Snack Bar in a neat, clean and orderly manner.
- \_\_\_\_\_ 3. Ensure Snack Bar equipment and items are scrubbed, disinfected, and sanitized after every shift.

Total \_\_\_\_\_  
 \_\_\_\_\_

**ADMINISTRATIVE:**

**LEVEL:** \_\_\_\_\_

- \_\_\_\_\_ 1. Oversee adequate inventory of all Snack Bar equipment and supplies.
- \_\_\_\_\_ 2. Purchase food and supplies from vendors.
- \_\_\_\_\_ 3. Maintain training lists, and vendor lists, as needed.

Total \_\_\_\_\_  
 \_\_\_\_\_

Evaluation  
 Scale 0-12  
 10 = 100%

**SNACK BAR ASSISTANT MANAGER – EXPECTATIONS:**

- \_\_\_\_\_ 1. Display a consistently positive attitude towards members, staff, job tasks and Club philosophy.
- \_\_\_\_\_ 2. Enforce and uphold the spirit of the Rules & Regulations of the Club in all instances.
- \_\_\_\_\_ 3. Solve problems quickly and efficiently in both the Club's and Member's best interest.
- \_\_\_\_\_ 4. Stay aware of membership trends and attitudes and alert Management of any perceptible changes.
- \_\_\_\_\_ 6. Attend any meetings as requested by Board of Trustees.
- \_\_\_\_\_ 7. Understand that club cleanliness is a top priority for all members; therefore, assist wherever necessary to keep the Snack Bar spotless.
- \_\_\_\_\_ 8. Create and maintain a reputation for credibility and integrity with all members and staff.

Total \_\_\_\_\_  
 \_\_\_\_\_

Improvement Comments:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Snack Bar Assistant Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_