

SWEET SHOP CLERK - JOB DESCRIPTION

RESPONSIBLE TO: SWEET SHOP MANAGER

RESPONSIBILITIES:

1. Open and close snack shop according to a set schedule.
2. Help sweet shop manager prepare orders, pick up from store if needed.
3. Collect camper snack money and return left over money to campers on departure day.
 - a. Generally snack money will be given to Program Director or Sweet Shop Manager.
 - b. Keep track of campers' purchases on spreadsheets provided
 - c. Hand in spreadsheets to sweet shop manager daily to be updated for next day.
 - d. Help with counting out unspent money to return to campers & sealing in individual envelopes/packets.
 - e. Program Director or other appointed person will hand the money packets to the Rental Director.
4. Maintain sweet shop cleanliness and tidiness, wipe down counters daily, and sweep and mop as needed. Take empty boxes to dumpster daily.
5. Maintain discipline in sweet shop during camper's snack time.
6. Help with the activities and/or cleaning restrooms during the morning as needed
7. Make sure all items are restocked and ready to go for each day.
8. Update Store Item list with current products and prices as set by Sweet Shop Manager.