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Job Description: Ice Cream Parlor Manager

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

The Ice Cream Parlor Manager is responsible for the daily operations of the Fudge Depot and Ice Cream Parlor.

Essential Job Functions:

- Responsible for the cleaning pre and post season.
- Create weekly schedules to staff both the Fudge Depot and Ice Cream Parlor.
- Keep track of inventory and place orders as needed.
- Train employees on proper sanitation and cleaning procedures. This includes food handling as well as opening/closing techniques.
- Train employees on the use of the cash register and how to accept each form of payment.
- Responsible for counting the cash registers at the end of the night and ensuring the deposit is placed in the night deposit drop box. The manager should also train a few employees on the procedure for nights she/he is not working.
- Verify all employee time sheets at the end of the week.
- Responsible for making the homemade fudge.
- Transfer ice cream from the Fudge Depot to the Ice Cream Parlor.
- Hold weekly safety meetings.

Other Responsibilities:

- All other duties as assigned by the Food Service Manager.

ADA Requirements

- Continuously
 - Standing
 - Talking
 - Grasping
 - Lifting 10 pounds or less
 - Repetitive use of hands and arms
 - Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
- Frequently
 - Walking

- Lifting 11 to 25 pounds
 - Carrying 10 pounds or less
- Occasionally
 - Bending Over
 - Reaching Overhead
 - Pushing or Pulling
 - Carrying 11 to 25 pounds
- Environmental Conditions
 - Occasionally works in cold conditions inside.
 - Occasionally around chemicals.
 - Occasionally around wet, slippery floors or surfaces.
 - Continuously working with others.

Qualifications and Education Requirements:

- Previous experience in customer service and food service preferred.

Supervision:

- Supervises both the Ice Cream Parlor and Fudge Depot.
- Reports to the Food and Beverage Director.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.