Hot Lunch Tuesdays!

* General Manager (1)- Over sees all departments, fills in when necessary, reports to Ms. Aspengren. Skills: Organized, dependable, able to work under time pressure, strong communication skills with adults. Works hours 11-1:20
* Shift Manager (1)- Works with the GM in all his/her duties. Fills in when GM is absent. Oversees the cashiers and fills in when a cashier is absent. Skills: Same as GM but also flexible and adaptable to new situations. Work Hours 11:1:20
* Accounts Receivable (3)- Collects all money, fills out order forms, and places the orders. Reports to GM. Skills: Trustworthy, strong basic math skills, communication skills, phone etiquette. 11:00-11:45 and during Friday’s class period
* Customer Service Reps (3)- Passes out the pre-ordered food by verifying the order form, accepts money from customers who didn’t pre-order, completes a tally sheet of new purchases, gives back change, reconciles the cash drawer at the end of the shift. Reports to GM and Shift Manager. Skills: Trustworthy, Outgoing, friendly, well mannered, works well under pressure, communication skills, speedy basic math skills, organized. Work Hours 11:00-1:15
* Cashiers (4)- Totals up items customers are buying, gives back change, reconciles the cash register at the end of the shift. Must promote any items on sale and “up-sale” additional items to customers. Reports to GM and and shift manager Skills: Trustworthy, Outgoing, friendly, well mannered, works well under pressure, communication skills, speedy basic math skills, organized. Work Hours One week 11:00-12:45 the other week 11:00-1:20
* Merchandisers (4-6)- In charge of preparing the store set-up, answering customer questions, and re-stocking the shelves as needed. Also is our security as well. Must be organized and observant. Answers to Shift Manager and GM. Work Hours 11:00-1:15
* Accountant (3)- Completes necessary paperwork and prepares the weekly deposits. Post deposits and withdraws on a spreadsheet. Answers to GM and Ms. Aspengren. Skills: Organized, trustworthy, strong basic math skills, communication skills, nice hand writing. Work Hours 11:15-12:55
* Marketing (4)- In charge of all promotional material for the Business Program including The Ranger Station, Vending, and any additional needs from Ms. Aspengren. Create combo deals and communicating them and sales to customers. Reports to GM. Skills- dexterity, organized, basic math skills, communication skills, creative, use of Photoshop is a plus. Answers to GM and Ms. Aspengren Work Hours 11:15-12:55