



## Ranger Station Job Openings

- General Manager (1)- Over sees all departments, in charge of mobile vending to staff, works with the shift manager to update menu boards and PayPal Register. Communicates to each department on requirements of the day, complete employee evaluations, manages staff sales and relations. Fills in when necessary for any position, reports to Ms. Jenkins. In addition to the above some marketing tasks will be added including: In charge of all promotional material for the business program including The Ranger Station, Vending, and any additional needs from Mrs. Jenkins. Create combo deals and communicating them to cashiers and shift manager. Marketing must include social media updates weekly Skills: Organized, observant, dependable, able to work under time pressure, strong communication skills with adults. Work hours 11:05-1:30

- Shift Manager (1)- Works with the GM in all his/her duties. (see above) Fills in when GM is absent. Main duty: oversees the cashiers and fills in when a cashier is absent. Communicates any promotions the marketing department creates to the cashiers in order to communicate it back to the customer at the register. Organizes employees behind the counter and manages the foot traffic in and out of the building as well as making sure lines are running smoothly for customers. Skills: Same as GM but also flexible and adaptable to new situations, trustworthy, good with numbers, experience with money handling is a plus. Work Hours 11:05-1:30
- Cashiers (4)- Totals up items customers are buying, gives back change, reconciles the cash register at the end of the shift. Uses iPad to track sales and run debit card sales. Monitors iMessages for staff orders. Must promote any items on sale and “up-sale” additional items to customers. Reports to GM and shift manager. Skills: Trustworthy, Outgoing, friendly, professional mannered, works well under pressure, communication skills, speedy basic math skills, organized. Work Hours every

- other week 11:05-1:30 the other week you will be helping with various duties
- Merchandisers (5)- In charge of preparing the store set-up, answering customer questions, and re-stocking the shelves as needed, rotational hot water/coffee machine station and snow cone machine attendant, places merchandise orders and verifies orders when received. Serves as our security as well. Must be professional mannered, organized, reliable, and observant, able to complete paperwork when necessary. Answers to Shift Manager and GM. Work Hours 11:05-1:15
  - Accountant (4)- Completes necessary paperwork and prepares the weekly deposits. Post deposits and withdraws on a spreadsheet. Answers to GM and Mrs. Jenkins. Skills: Organized, professionally mannered, trust worthy, strong basic math skills, communication skills, nice hand writing, able to work with large sums of money. Work Hours 11:20-12:55
  - Vending (6)- Stocks all vending machines on campus with appropriate products neatly and professionally, maintains accurate necessary paperwork clearly and concisely, communicates to Mrs. Jenkins what stock

needs to be reordered. Skills- Able to lift 20 lbs. dexterity to place products in the machines, able to problem solve issues, good with tools and possess general mechanical knowledge a plus. Answers to Mrs. Jenkins  
Work Hours 11:20-12:55