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Snack Shop Worker

revised 11/16/18

TITLE:

The title shall be SNACK SHOP WORKER.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE: Minimum of 16 years old. Experience in food handling & sanitation, dealing with the public, and working with a cash register is very helpful. Must have up to date Background Clearances as required by the State of Pennsylvania.

CONVICTIONS: Must have Christian convictions in keeping with the doctrines and policies of the Christian faith and the United Methodist Church.

SCOPE AND IMPACT OF DUTIES:

The nature of the snack shop is such that it becomes a place for “socializing” as well as purchasing the items offered for sale. The staff of the snack shop relate to virtually all persons in camp in one way or another. Because of the relationships, it is important that your actions and attitudes are consistent with the principles of Christian love and concern for persons. You work in cooperation with the deans in the implementation of program schedules. To do this, you must seek to help by fulfilling reasonable requests for services. If there is any doubt in your mind regarding “reasonable requests,” consult with the Director of Program Services.

Hours for working in the snack shop will vary, but an average day consists of working from 9:00 a.m. to 12:30 p.m. at which time the shop is prepared for business by cleaning, counting money, and restocking. Opening hours are usually for about 3 hours in the afternoon and occasionally 1-2 hours in the evening as needed.

PRINCIPLES OF EMPLOYMENT:

Jumonville’s Summer Staff Personnel Policies shall pertain to this position.

LINE OF AUTHORITY:

This position is under the supervision of the Coordinator of Guest & Retreat Services and reports to same.

SPECIFIC DUTIES:

This description of duties is not intended to limit activity but, rather, to define areas of responsibility. It is expected that as situations arise calling for action, they will be handled expeditiously.

The Coordinator of Guest & Retreat Services is in charge of the administration of the snack shop, assuring that stock is on hand, and that the shop’s business is efficient in terms of cost and inventory control. The Snack Shop Staff are responsible to carry out the day to day operations necessary to run the Snack Shop in an efficient and pleasant manner.

Specific Duties include but are not limited to these categories:

1. Cleaning the snack shop and making sure it is in an organized and sanitized condition
2. Restocking and reordering supplies along with periodic inventory of merchandise
3. Maintaining a pleasant atmosphere in the Snack Shop
4. Accounting and bookkeeping
5. Channeling incoming and outgoing mail
6. Orienting incoming deans, counselors, and campers each week
7. Wrapping all change
8. Assist in any other duties as may be assigned.