



The Salvation Army

KWM Division

JOB DESCRIPTION

TITLE: Candy Shop Manager

LOCATION: Three Trails Camp and Retreat Center

JOB CODE: 2

CLASSIFICATION: Exempt Summer Staff Seasonal

DATE: March 12, 2019

REPORTS TO: Head Cook and Assistant Cook

The Salvation Army Mission:

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Job Objective: Operate all aspects of the candy shop.

Essential Functions:

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of the position. Other job related responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Manage the operation of the camp store.
- Keep inventory up to date.
- Order stores supplies through the food services supervisor.
- Keep track of campers' store "credit cards". Receive monies when campers arrive and return any monies not spent upon their departure.
- Keep camp store and surrounding patio areas clean and neat.
- Keep within the candy shop budget.
- Handle deposits of cash, including keeping financial records of sales, expenses and refunds.
- Be a positive influence on campers, leading by example.
- Be aware of and follow all Three Trails Camp policies and procedures.
- Be in attendance at all staff and camp meetings.
- Carry out assignments given for camp registration.
- Other duties as assigned.

Minimum Qualifications:

Education: High school diploma preferred.

Experience: Experience in retail and food services preferred.

Certifications/Licenses: Must have or obtain Independence MO, Health Department Food Service Certificate or certification from approved city or program.

Skills/Abilities:

- Ability to work independently
- Ability to open/close the candy shop
- Ability work on a set schedule
- Basic math operations ability (addition, subtraction, multiplication, division, percentages)
- Ability to use a computer

Supervisory Responsibility: This position does have authority to assign and check work of other employees. This position may recommend employment status changes to a supervisor, but not make disciplinary decisions and will not formally evaluate performance of other employees. Supervise employees/volunteers assigned to work in the candy shop.

Safe from Harm Level: 3

Blood borne Pathogen Level: 3

Physical Requirements:

Speaking, hearing and vision ability, and excellent manual dexterity to be able to perform food prep duties.

Lifting, pulling and pushing of materials up to 25 pounds.

Requires bending, squatting and walking.

Standing up to 6-8 hours per day.

Travel: Travel to the grocery store for food pickups 1-3 times per week.

Driving: Must possess a valid driver's license from the state of residence. Must be approved and maintain approval through The Salvation Army Fleet Safety Program to drive either a Salvation Army or personal vehicle on Salvation Army business.

Working Conditions: Work is performed in the camp candy shop and does include week days and weekends based on the summer camp and divisional schedule.

All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

Your signature below indicates that you have read and understand the job description and agree to perform the duties as assigned.

Employee Signature

Date