

# Valley Christian School

## Student Store Manager Job Description

Reports to the Business Manager and Student Store Supervisor

### Job Summary:

Under the supervision of Business Office and Student Store Budget Supervisor, the Student Store Manager, in compliance with Missoula County Health codes as well as the rules of Valley Christian School, is to oversee and complete daily tasks to keep the Student Store running in an efficient and productive manner. This position duties include but are not limited to overseeing store function, overseeing Student Store staff, warming up food, cleaning, tallying, and ordering Little Caesars Pizza and Jimmy Johns sandwiches.

General Hours will be Monday-Friday 8:00am-1/1:30pm when school is in session. Other hours apply for beginning of the year and end of the year as needed.

### I. Responsibilities:

1. Be at the beginning of the year PIR days
2. Follow Missoula County Health Codes for food safety and store cleanliness
3. Oversee Student Store Assistant and Lunchroom Assistant
4. Oversee beginning of the year prep and end of the year clean up
5. Oversee and manager all food orders deliveries and shopping to keep store stocked. This is done by using vendors such as Instacart, US foods website or personally going pick up food for store
6. Create PRFs and Purchase Orders for orders. Create invoices as needed for things bought by others through the student store
7. Manage the food menu by making sure prices are reasonable but profitable, also making sure the menu follows ACSI and USDA Guidelines for nutritional values
8. Inventory of food and paper goods along with school supplies and clothing
9. Count down and do a weekly deposit of the cash register for business office
10. Open the store and stock and prep all items needed for the day
11. Print daily orders off RenWeb. Label food, drink, and snack items. Mark punch cards or use register for cash sales
12. During lunch time warm up food and orders, get lunch baskets out to tables for elementary kids during their times. Be available in the store for any children who do not have a lunch or have questions. High School and Junior High come into the store during lunch be available to take orders and money or mark off punch cards as needed
13. Keep order in the Student Store and in lunchroom, if needed
14. Clean Student Store after lunch
15. Close down store at the end of the day
16. Pizza day Student Store Assistant will come in early

17. Pizza order MUST be called in by 9:30
18. Clean all warmers at the end of each pizza day
19. Clean ovens as needed
20. Create menu and serve breakfast and lunch for beginning of the year PIR days and also for October Inservice days
21. Be available to assist with special events such as PTF functions, Grandparents Day, or other special functions
22. Be a liaison for the vending machine owned by Valley Vending and drink machine stocked and managed by Coca-Cola
23. Count and manage money boxes for Athletics and other special events
24. Fill balloons for graduation and if any are ordered
25. Order helium as needed
26. Cooperate with parents doing High School teams lunches during sport seasons
27. Coordinate with anyone wanting to use the lunchroom for events

## **II. Requirements:**

1. High School Diploma or equivalent
2. Must pass a background check
3. Food Service Experience encouraged, not required
4. Managerial Experience encouraged, not required
5. Be CPR/First Aid certified or be able to become certified
6. Must be able to communicate with Student Store Assistant, Lunchroom Assistant and other faculty and staff, as well as students
7. Able to lift heavy objects (garbage, groceries, food-warmers, table, etc.)
8. Able to count money and work a cash register (can be trained on register)
9. Able to make deposits, balance cash register
10. Able to multitask
11. Able to stand for long periods of time
12. Basic operating knowledge of ovens, refrigerators, microwaves
13. Be able to problem solve and take initiative as needed
14. Microsoft Word and Excel Knowledge, also knowledge of Google and Gmail
15. Basic computer knowledge, also knowledge of the Square app and how to use a tablet
16. Able to work independently with little supervision and be trustworthy and reliable
17. Become a SERV Safe Manager through the Missoula County Health Dept
18. Follow the Valley Christian rules requirements in the Ministry in Teaching and Statements of Faith

## **III. Physical Demands:**

1. Able to speak and interact with students, faculty and staff in a coherent manner
2. Able to be on feet for long periods of time
3. Able to lift/carry up to 25 pounds, although 50 pounds is preferable

#### IV. Evaluation:

1. Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of administrative personnel.
2. Job performances will be completed at a minimum of twice per year.

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**Mission Statement:** Valley Christian School exists to partner with Christian families who desire educational excellence, taught through a Biblical worldview, so their children will be prepared for a lifetime of authentic faithfulness and service to Jesus Christ.

