



Job Title:

Assistant Manager

Job ID:

ST447MD (AD)

Description:

Hours expected to work:

The assistant manager will work 5 days a week March to December.

March to May hours will vary, including day shifts, closing shifts and weekends.

September to December hours will vary, including day shifts, closing shifts and weekends

May to September shifts will start between 2pm and 4pm and go till close and will include staying for closing duties. It will include a minimum of every other weekend and all long weekends.

Qualities in the assistant manager:

- 2 years minimum Experience in customer service with either food or retail.
- Must have a food handlers certificate that has not expired.
- Strong communication and leadership skills are a must.
- Friendly, outgoing and positive attitude is an asset to fitting into this team.
- Duties will include, but are not limited to:
- Ensuring customer satisfaction!
- Ensuring all staff follows protocol, from proper uniform to handling customers with respect and care.
- Ensuring all closing duties are done correctly and no short cuts are taken.
- Counting tills end of day.
- Building, frosting and Decorating Ice cream cakes for customers
- Reporting to the store manager concerns and issues.
- Assisting the store manager with her duties during the busy season.
- Cleaning and stocking event trailers.
- Putting ice cream orders away using FIFO method.
- Taking wholesale orders from customers and preparing them including invoicing, collecting payment and picking the freezer items.
- Completing weekly and month end inventory of products and stock.

Date Posted:

February 18, 2020

Location:

St. Thomas

Wage:

To be discussed

Hours:

Full-time

Education:

Other:

To Apply:

Please send resumes to: tara@shawsicecream.com

Apply By:

April 1, 2020