

# NorthBay Store/Snack Bar Supervisor Job Description



**Position Title:** Store/Snack Bar Supervisor  
**Department:** Store/Snack Concession  
**Reports Directly To:** HR Manager/Store Manager  
**Reports Indirectly To:** N/A  
**Directly Supervises:** Store and Snack Bar  
Workers/Team Leads

**Indirectly Supervises:** N/A  
**Location:** NorthBay  
**FLSA Status:** Part time – 30 hours/week  
**Approved Date:** 04/02/2017

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**SUMMARY:** Manages/oversees all aspects of the day to day functions of running the Store/Snack Bar. Responsibilities include overseeing of Store/Snack bar team leaders and staff (including training, evaluating and disciplining). Responsibilities also include running daily reports from QuickBooks POS, rotating stock, ordering stock, and setting up appropriate sales merchandising displays and maintaining cleaning and proper sanitation of applicable areas, maintain accurate inventory and complete a quarterly inventory.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

1. Maintains the NorthBay philosophy and “Mission” statement.
2. Maintains store/snack bar staff by recruiting, selecting, orienting, and training employees
3. Manages the overall efficiency of Store/Snack bar operations. Ensures the ordering, receiving, stocking, rotating and inventorying and displaying for seasonal sales and advantageous merchandising of merchandise.
4. Maintains store/snack staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results. Maintains effective communication with team leaders, managers, fellow supervisors, subordinates and all other coworkers.
5. Supervises cleanliness and sanitation of the Stores/snack bar, including storage areas.
6. Ensures that the accounting/bank deposits are completed and are correct on a daily basis.
7. Maintains the QuickBooks Point of Service system entering/updating inventory creating sku’s.
8. Manages the store/snack bar operations within budgetary perimeters.
9. Maintains accurate inventory on a regular basis and complete inventory on a quarterly basis.
10. Shows professional knowledge, proficiency and initiative in achieving goals and meeting standards.
11. Determines marketing strategy changes by reviewing school/guest groups schedules meeting/exceeding departmental sales goals, weekly, monthly and yearly.
12. Ensures vending machines are stocked on a weekly basis and are working.
12. Manages employee time cards on a weekly/biweekly basis

**QUALIFICATIONS:** Retail management experience required, proven track record of increased sales in a retail environment, Customer Focus, Tracking Budget Expenses, Pricing, Vendor Relationships, Market Knowledge, Staffing, Results Driven, Strategic Planning, Management Proficiency, Vendor Relationships, Verbal Communication

## **NorthBay Store/Snack Bar Supervisor Job Description**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Minimum high school graduate or GED  
Retail management experienced required, with a proven track record of increased sales in a retail environment.

**SUPERVISORY RESPONSIBILITIES:** ability to manage team leaders and staff, perform 90 day and annual reviews for all store/snack bar staff

**LANGUAGE SKILLS:**  
Strong communication skills required, both verbal and written.

**LICENSES, CERTIFICATES, REGISTRATIONS:**

**PHYSICAL DEMANDS:**  
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand for long periods of time. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 25-50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**WORK ENVIRONMENT:**  
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.