



NorthBay

## Job Description

**Position Title:** Store/Snack Bar Worker  
**Department:** Store/Concession  
**Reports Directly To:** Store & Snack Bar  
Coordinator  
**Reports Indirectly To:** N/A

**Directly Supervises:** N/A  
**Date:** 7/19/21  
**Closing Date:** 8/6/21

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### BACKGROUND

NorthBay Education is a non-profit organization providing large-scale, innovative education programs to public school students and superior quality retreat experiences to guest renters. Headquartered in North East Maryland, NorthBay is the largest program of its kind, serving middle school students from Maryland and surrounding states with the goal of transforming lives and inspiring action by fundamentally changing the way students experience and engage in education. Additionally, we provide retreat experiences for a variety of non-profit organizations, business meetings, family camps and weddings/social events.

NorthBay is seeking Store/Snack Bar workers to greet and provide guests with prompt, efficient, courteous service at our store and/or snack bar. Team members must have the ability to deal effectively with several projects, have an eye for detail, work effectively in a team environment and serve guests in a friendly manner. The employee must maintain a clean and sanitary work area at all times.

This position is a part-time position, with hours on weekday afternoons and Saturdays/Sundays. During the summer, the position is full-time, working about 40 hours/week through the end of August, then switching back to part-time during the school year.

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

1. Prepare orders for customers, ensures customers have an enjoyable experience
2. Learning and applying safe and clean food preparation procedures.
3. Cleans operates, and performs regular maintenance and organization of the store/snack bar, including storage areas, counters, cleaning snack bar tables, chairs on a regular basis,
4. Restock candy and other snack bar items and store retail items
5. Perform other duties as assigned

### QUALIFICATIONS:

High school student, diploma or equivalent desired. Experience is not necessary if one possesses self-motivation, the ability to learn the job skills, and a sincere interest in customer service. Any prior food and beverage or customer service/retail experience is beneficial.