

Job Description Juice Bar Leader

Reports to: General Manager

Agency: HealthWorks

Location Code: 6



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas.

Position Summary

Lead the juice bar staff with strong emphasis on customer service, safety and regulatory compliance. Purchase stock, manage inventory, and negotiate with vendors for profitability. Accountable to meet or exceed sales goals and profit plan.

Position Classifications

Primary Classification: Non-Exempt Part Time	Pay Type: Hourly	Safety Sensitive: Yes
Benefits Eligible: No	Driver Status: Non-Routine <i>Some occasional driving is required</i>	Random Testing: Yes
EEOC Classification: Service Worker	SOC Code: 35-1012	Job Title ID: 185

Qualifications

Two years of relevant experience that includes purchasing, inventory control and experience required. Retail or food service management preferred. Supervisory experience is preferred. Strong accounting and computer skills are required. Communication skills required must include the ability to give clear direction, solve problems, negotiate purchases, and resolve conflicts.

Certifications

CPR/First Aid Certification must be obtained within 90 days of hire. The cost for external CPR certification will be reimbursed by HFC if internal CPR certification is not available.

Physical and Mental Requirements

Light to Medium work

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity. Must possess physical requirements for any national certification required and maintain these requirements at all times.

The minimum requirements of this position require this individual to:

- Hear alarms/telephone/normal speaking voice
- Have good manual dexterity to operate kitchen equipment
- Have clarity of vision with/without corrective lenses
- Work in a constant state of alertness and in a safe manner

This position is considered safety sensitive under applicable Arkansas laws pertaining to the use of marijuana for medicinal purposes. This position includes as part of the job duties performing life-threatening procedures and regularly working with controlled substances, foods, medicine and highly sensitive and confidential medical information. This position is one in which a lapse of attention could result in injury, illness, or death. For the safety of the employee and others, the employee must be able to work in a constant state of alertness and concentrate for long periods of time while performing life-threatening procedures and working with controlled substances, foods, medicine and confidential medical information.

Other Requirements for Continued Employment

- Valid current driver's license
- Must maintain current automobile insurance coverage at all times
- Must provide and use personal transportation
- Availability to work as scheduled during any hours of operation 0-29 hours a week

- Must be able to wear closed toed shoes as required for infection control
- Must be able to treat ALL people with respect and courtesy without bias or discrimination

ALL SHARE employees are required to keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law in admission or access to or treatment or employment in its programs or activities. The President/CEO of the SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap or disability.

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Evaluation Instructions

Evaluation Key: Met (**M**) Needs Improvement (**NI**) Not Met (**NM**). Complete electronically or in ink. Do not erase or use white out and initial any corrections. Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential Job Functions

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the Essential Duties of the position, provided it does not create an undue hardship on SHARE.

Requirement	Key	Evaluation Comments
Responsible for meeting or exceeding sales goals and profit plan.		
Purchase, manage and control inventories for profitability and loss prevention.		
Maintain competitive prices by negotiation of new or existing contracts with vendors; determine relationships for new product introduction.		
Prepare administrative reports for management on a weekly basis with explanation of changes that have occurred.		
Review menu selections on an on-going basis recommending new items, balancing customer input and nutritional guidelines.		
Evaluate menu items and food preparation for quality; ensures success of menu by introduction of new items, presentation of selections and variety of choices.		
Assist the General Manager with budgeting for the department.		
Maintain Public Health Department standards by training and inspections; evaluate cleanliness of café and ensure proper steps are taken for correction; inspect café and kitchen for overall upkeep and safe operation. Develop and implement quality control procedures with consistent training, evaluation and recommendations for improvement.		
Review staff numbers for effectiveness. Monitor financial results and productivity coordinating staff shift schedules accordingly.		
Exhibit good listening skills when member or staff issues arise and use problem solving skills professionally.		

Regularly work and observe all shifts to evaluate performance for safety, protocol adherence and member satisfaction. Give staff on-going feedback.		
Set leadership example by expressing only supportive comments regarding direction and decisions of General Manager and other Departmental Leaders.		
Provide leadership to the juice bar staff that encourages and promotes an environment of creativity, friendliness, customer service, positive interactions and fun for staff and members.		
Keep informed of all SHARE and HFC policies.		
Train staff on safety standards and emergency procedures. Reports any accidents or injuries immediately to the General Manager. Hold self and supervised staff accountable for OSHA and Department of Health compliance.		
Work to resolve staff issues professionally and confidentially. Defer to the General Manager as appropriate. Delegate clearly, establish clear expectations with realistic goals and deadlines.		
Work in a constant state of alertness and in a safe manner.		
Perform other duties as assigned or requested.		
Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Adhere to all SHARE Foundation and HealthWorks Policies and Procedures.		

Evaluation Summary

Met last year's goals:

Evaluation Goals for Up Coming Year:

- 1.
- 2.
- 3.
- 4.

Recommendations:

Employee Comments:

By signing this job description, I understand that it is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties I may be asked to perform. I will be required to perform other responsibilities, tasks and duties that may differ from those outlined in this job description when they are assigned. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position. The classification(s) essential functions or primary responsibilities of this position are subject to change at any time without notice. I understand that I will be expected to fulfill the essential functions, responsibilities, tasks, behavioral expectations and other duties when assigned to my employer's satisfaction and at its discretion. This job description is not an employment contract and employment is for no fixed term and may be discontinued with or without cause or notice, by me or my employer, at any time.

Employee Signature:

Date:

Supervisor Signature:

Date:

ED Review:	Date:	HR Review: