



Camp Hebron

There's no place quite like it!

Gift Shop & Snack Shack Manager *Job Description*

General Statement of Responsibilities:

Responsible to open and close the Gift Shop and Snack Shack at planned times, be the cashier using online sales system, adjust camper accounts as needed, keep track of inventory for Snack Shack and Gift Shop, order or purchase items needed for Snack Shack & Gift Shop within budget.

Responsible To:

Program Director's Assistant

Helpful Pre-Requisites:

- Excellent communication and friendly customer service skills
- Retail Experience helpful; ability to multi-task
- Good math skills; comfortable working with numbers and money
- Computer/technology skills

Specific Duties:

- Receive training and follow through on proper use of and managing camper store cards
- Assist at Sunday Camper Check-in; oversee/answer questions regarding camper store cards
- Keep accurate records of spending & sales during the week
- Zero out camper accounts through online database & registration center daily and submit weekly reports
- Open, serve as cashier, and close Camp Store and Snack Shack as scheduled. Schedule other support staff coordinate with PDA) when open simultaneously
- Restock, clean and straighten Camp Store after each use, working with full time office manager to keep Camp Store inventory on hand in the Gift Shop
- Restock Snack Shack as needed. May involve making periodic shopping trips to Harrisburg and working with the Food Service Director for items ordered through camp's distributors.
- Clean/organize regularly the Snack Shack area/refrigerators/freezers/shelves. Take trash to dumpster

General Duties (undertaken when above listed specific duties are completed satisfactorily):

- Assist with camper supervision
- Regularly assigned a week at a time to sleep in a cabin overnight as a helper to counselor (though not necessarily every week). Stay in Staff Housing on weekends.
- Assist with program implementation (including activities like campfires, coffeehouses, talent show, etc.)
- Assist in the office with filing, cleaning and other duties as assigned

Qualifications for All Staff:

- A professing and active Christian faith, including regular quiet times of Scripture reading and application, prayer, worship, and fellowship
- Spiritual and emotional maturity, personal integrity and honesty
- Desire to be a Christ-like role model for campers, guests, and fellow staff, and possess a genuine love for and desire to serve others
- Willingness and flexibility to cheerfully perform tasks and duties beyond those typically assigned
- Physical stamina and ability to daily perform duties assigned
- Understanding of and support for Camp policies, mission, and summer program goals