

JOB DESCRIPTION: CAMP STORE ASSISTANT

The employee will assume the following responsibilities:

1. To operate the Snack Bar and Camp Store in cooperation with other staff and in accordance with established procedures.
2. To tell the Store Manager when supplies are low and assist, as needed in reordering.
3. To supervise CIT's who are working in the store or snack bar.
4. To keep accurate records for each camper.
5. To keep the Camp Store and Snack Bar clean, sanitary and neat at all times.
6. To keep a running inventory and complete inventory as required by the Store Manager.
7. To assist in sorting and distributing of the mail.
8. To assume other responsibilities as assigned for the benefit of the camp.

I understand and agree to fulfill the above responsibilities.

Employee

Date

JOB DESCRIPTION: CAMP STORE MANAGER

The employee will assume the following responsibilities and is directly accountable to the Co-Director for Administration and the Business Manager:

1. To operate the Snack Bar and Camp Store in accordance with established procedures, supervising all staff and CIT's who are assigned to assist.
2. To place orders and purchase all needed supplies, keeping an ongoing inventory and reordering as necessary.
3. To keep accurate records for each camper and staff member, implementing a computerized bar code system and picture identification system for the summer program.
4. To operate the store for conferences, school groups, and horse shows, as requested.
5. To keep the Camp Store and Snack Bar clean, sanitary and neat at all times.
6. To do a complete inventory at the end of the season.
7. To supervise staff who sort and distribute the mail, insuring security of all arriving mail.
8. To be present at all times that the store and snack bar are in operation, if possible.
9. To oversee the processing of camp photos according to procedures.
10. To assume other responsibilities as assigned for the benefit of the camp.

I understand and agree to fulfill the above responsibilities.

Employee

Date