

County of Berks

POSITION DESCRIPTION FORM

Position Title: Part-Time Earthrise Enterprises, Inc. Supervisor

Department: Berks Juvenile Probation Reports To: Asst. Chief JPO

Effective Date: December 19, 2003 Revision Date: _____

Wage Category: Exempt Non-Exempt

EEO-1

Category: Service - Maintenance Union Classification: _____

POSITION SUMMARY:

This position provides for the first level supervision of five to seven Juvenile Delinquents as well as additional operational duties necessary to insure that the Earthrise Enterprises Snack Shop runs efficiently, appropriately, and in a consistent manner. This position oversees the whole operation of the Snack Shop, while teaching the five to seven youth acceptable employment practices which will ultimately enable them to secure employment in the private sector. Daily duties include orientation and training of new employees, daily written evaluations of employee performance, coaching of youth, general business problem solving, maintaining shop inventory, modify work schedules as required, taking minor disciplinary action in order to develop proper work performance, oversee cash transactions, and business cash flow. This position supports the Full-Time Earthrise Supervisor in overseeing the general daily operation of the Earthrise Enterprises, Inc. Snack Shop.

POSITION RESPONSIBILITIES:

Essential Functions

1. Perform sales related work in the Snack Shop.
2. Supervise youth during operations of the Snack Shop.
3. Teach new employees the daily tasks at the Snack Shop.
4. Teach youth the non-sales related business techniques (computerized daily cash reports, conducting inventory, deliveries, sanitation & clean-up, ordering of supplies, etc.)
5. Develop youth's social skills, phone etiquette, and professionalism.

Non-Essential Functions

1. Develop caring and trusting relationships with the youth.

MINIMUM EDUCATION AND EXPERIENCE:

1. High School Diploma or Equivalency
2. Five years of prior work experience, preferably in food preparation.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Understanding of basic business practices, accounting principles, and basic management procedures.
2. Basic business mathematic skills.
3. Ability to learn cash register operations.
4. Basic computer knowledge.
5. Basic food preparation skills.
6. Ability to work with and motivate problematic youth.

PHYSICAL DEMANDS:

1. Standing for long periods of time during daily work shifts while observing the operation of the business.
2. Daily lifting of supplies and stock in the range of 5 to 10 pounds.

WORKING ENVIRONMENT:

1. At times stressful, given the lunch workload and problematic youth.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.