

Retail/Food Service Manager & Lead Clerk

Allaire Bakery

Exciting employment opportunity at the Historic Village at Allaire!

The Bakery at the Historic Village at Allaire is seeking a Retail/Food Service Manager & Lead Clerk who will contribute their outstanding retail, food & beverage, managerial, and customer service skills during an exciting time of growth!

The Retail/Food Service Manager & Lead Clerk will report directly to the Executive Director. The position is an average of 20 to 30 hours per week dependent upon the time of year. The Manager & Lead Clerk is assisted by other Sales Associates and Clerks. The position will provide exemplary customer service in an effort to engage and cultivate 'visitor experience' while providing for visitors' food and beverage needs. The Manager & Lead Clerk will help to maintain a clean, orderly, well-stocked store appearance, and enhance overall visitor/customer experience through knowledge of product, general history of the Historic Village at Allaire, and assist visitors in a pleasant, friendly, and outgoing manner.

Sampling of Duties Include:

- Under the direction of the Executive Director, shall manage the Allaire Bakery from ordering of stock, product placement, maintaining a clean and inviting atmosphere, and procuring staff for all scheduled openings and special events.
- Place orders with vendors for baked goods, beverages, and supplies that are needed to operate the Allaire Bakery.
- Ensure a full stock of baked goods for the bakery during all scheduled openings and events.
- Suggest new items for selling, particularly as it relates to various seasons of the year (i.e. hot chocolate, hot apple cider, baked goods, lemonade).
- Maintain a clean and sanitary environment at all times.
- Responsible and accountable for accurate cash handling and efficient sales transactions at register.
- Perform open and/or close out procedures.
- Assist with the decoration of the Bakery through various holidays and seasons and place orders that would assimilate to various holidays and special village events.
- In coordination with the Bakery staff, place orders with vendors, receive and pack-out orders received in a timely fashion, and reconcile between stock ordered, goods received, and billing invoice (noting any discrepancies timely with the vendor).
- Keep a log of all sales receipts on a daily basis, review and approve vendor invoices for payment, submit any reimbursable items, and perform any end-of-day product inventories.
- Prepare "end of day" cash receipts and inventory voucher.

- Oversee Bakery staff to interpret the history of the bakery to visitors and allow for an interactive experience.
- Report any malfunctions of equipment or items needing repair in the Bakery to the Village Manager.
- Train necessary staff members and assist in the hiring of bakery clerks.
- Arrange for a “pop-up” Bakery for certain village events.

Requirements

- 2 years of related work experience, particularly in food & beverage or customer service role, and cash handling experience.
- Strong organizational, verbal and written communication skills.
- Professional, friendly and pleasant demeanor.
- Demonstrate knowledge with regard to the history and mission of the Historic Village at Allaire, product/merchandise and events.
- Must be a team player, working cooperatively with employees both within your respective department as well as in external departments.
- Excellent customer service skills.
- Demonstrate respect and inclusiveness to all employees, embracing differences.
- Ability to work flexible hours including nights, weekends, mornings, and holidays to support store operations
- Ability to lift up to 20lbs.

Other

- Interested applicants should send resume to allairevillageinc@gmail.com. Please specify in subject heading or on submission that you are applying for the “Food Service” position.
- Serious candidates only, please; hourly rate, commensurate with experience.