

Shasta's Cones & More

Student Manager Position Description

Title: Student Manager

Supervisor: Assistant Director, Leisure Services

Pay Rate: \$9.25 - \$9.75/hour

Hours of Work: 20 Hours per week. Additional hours may be available during University break times and summer months.

General Responsibilities:

Overall responsibility of Shasta's Cones & More from sales to operations

Specific Duties:

- Hiring and supervision of all store staff
- Training of new staff
- Scheduling of Staff
- Ordering and maintaining appropriate levels of product for resale
- Weekly meeting with supervisor
- Seek/listen to suggestions and comments from staff and customers and record for review purposes
- Provide feedback to supervisor in their suggesting of weekly, monthly and seasonal promotions/specials
- Maintain a presence in the store including some direct hours behind the counter
- Responsible for maintaining standards of customer service and cleanliness as set by their supervisor, the Student Center and/or university
- Other duties as assigned

Qualifications:

- Currently is enrolled in good standing at the University of Houston main campus
- Professional etiquette and communication skills
- Ability to organize others in the workplace
- Ability to work well within a team as well as independently
- Previous employment
- Available to work approximately 20 hours weekly, including nights and weekends
- Able to work and interact within a diverse population of patrons