



Position Title: Snack Shack KC Manager
Reports to: Director of Community Programming
Hourly, Non-Exempt Staff

TASKS & DUTIES:

Snack Shack KC

- Follow all opening and closing procedures at Snack Shack KC.
- Build and Maintain Relationships with students who visit Snack Shack KC.
- Work with Justice Initiative team to create and implement programming.
- Track inventory and communicate with Director of Community Programming when low.
- Maintain a clean, organized, and comfortable space for all students.
- Be available to work a minimum of 3 days a week at Snack Shack KC.
- Create and implement ways to engage and recruit volunteers.
- Manage Social Media for Snack Shack KC.
- Promote renting facility for birthday parties and events.
- Develop a team of middle and high school volunteers to operate the snack counter

Misc. Tasks

- Assist with organization wide fundraising events
- Maintain a positive working relationship with key community partners.

QUALIFICATIONS:

Education: Associate's Degree or Equivalent Work Experience

Computer Skills: Microsoft Office Suite, Internet, and Email

Other Requirements: Valid driver's license

Misc:

- Ability to get along well with a wide variety of personalities
- Ability to effectively build relationships with customers and co-workers.
- Ability to multi-task and make quick, clear decisions.
- Desire to have fun and make a difference in the world.

This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.