



Snack Bar Head

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Community Services
Reports To:	Food Services Lead
Position Classification:	Summer Seasonal Head
Length of Service:	3-4 month commitment

POSTION SUMMARY

The Snack Bar Head is responsible for the management of the Village's Snack Bar, a central gathering place for staff and guests during the summer months. This role is responsible ensuring the Snack Bar operations in ways that promote welcome and hospitality, sanitation and safety, and positive volunteer experiences for its staff. This position trains, schedules and oversees Snack Bar Assistants (both adult and teen short-term volunteers).

MAJOR FUNCTIONS (principal duties and responsibilities)

Specific responsibilities include but are not limited to the following:

- Thoroughly supervise, train and coordinate both short-term volunteers, teen volunteers, and volunteers from the guest population to assist with Snack Bar operations.
- Provide Holden hospitality by creating an active but orderly atmosphere with imaginative activities that encourage guests and staff of all ages to take advantage of the Snack Bar.
- Communicates with a diverse array of volunteers, guests, employees, and teaching faculty.
- In partnership with the Food Services Lead and the Program Team, coordinate and host Snack Bar events that are fun and memorable.
- Communicate with the Food Service Lead concerning ordering supplies and general operation of the Snack Bar.
- Supervise short-term staff in a way that promotes a positive and productive work culture/environment grounded in care, grace, efficiency, clear communication, high-yet-realistic expectations, accountability, personal and community integrity,

relationship-building, and a commitment to learning. Provide direction, guidance, and learning opportunities for Snack Bar staff while overseeing quality control.

- Upkeep machinery, restock supplies and thoroughly clean work areas and equipment.
- Establish schedules and hours for the Snack Bar and communicate these with the Programming Team to ensure that the hours are included in each weekly schedule.
- Ensure the Snack Bar is clean, safe, sanitary and well-maintained.
- Handle cash boxes, ensuring that all customers pay for their purchases and collaborate with the Business Team to ensure the cash box is cashed out once a week.
- Cultivate an atmosphere that promotes fun, grace, humor and welcome.
- Under the direction of the Food Services Lead and in partnership with all kitchen staff, strategize ways to improve the implementation of Holden Village's Food Philosophy.
- Attend area meetings as requested by the Food Services Lead.
- Maintain sanitation and safety standards in compliance with Washington State Health Code and other Village, county, state, and federal regulations.
- Ensure shift compliance with the area's COVID-19 plan
- Work in the kitchen for remainder of daily work hours.

KNOWLEDGE AND SKILLS REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

- Ability to lead and responsibly/compassionately supervise staff and interact with guests of a wide variety of ages, skills, and abilities.
- Excellent communication and organizational skills.
- The ability to supervise and coordinate and delegate to a constantly changing pool of adult and teen volunteers.
- Knowledge of sanitary regulations in accordance with the Washington State health department guidelines.
- Attention to detail and adherence to safety and sanitation standards and legal requirements.
- Ability to work both independently and in a collaborative setting.
- Excellent planning, organizational, and delegation skills.
- Sound judgment, creativity, problem solving, flexibility, and decision-making abilities
- WA State Food Workers Card (or willingness to obtain before arrival) required.
- ServeSaf Certification desired, but not required.
- Ability to lift up to 50 lbs.
- Ability to remain on one's feet for up to 4 hours.
- Willingness to be flexible and adapt to changing village needs.
- The ability and willingness to be flexible and work a varied schedule, including evening hours, early morning hours and/or afternoon areas.
- Friendly personality and excellent communication.
- Ability to positively interact with a diverse array of volunteers, guests, employees, and teaching faculty.

COMMUNITY EXPECTATIONS (particular knowledge/skills related living and working in the Holden Village community)

- Enthusiasm for and ability to work in a remote wilderness setting.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Commits to staying up-to date on all required vaccinations, including COVID-19.

COMPENSATION & BENEFITS

As a Summer Seasonal Head, you are eligible for the following benefits:

- \$350/month stipend
- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Boat tickets commensurate with length of commitment
- Out days commensurate with length of commitment
- Friends & family days commensurate with length of commitment
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!