**Shift Manager & Ice Cream Production**

**General Description:**

In 35-40 hrs/week this employee will perform a wide variety of tasks from managing the front of the store (~2/week) to back of the store ice cream production (~3/week). We structure our positions for both because we feel being involved in production makes a great manager and because even when ice cream production slows down, we are able to continue to provide full time hours.

Manage 5-7 part-time staff during assigned shift

Produce ice cream during assigned shift

**Shift Manager Responsibilities:**

Scoop ice cream

Make cones while working the cash register

Ensure best possible customer experience and creatively solve problems

Ensure proper food handling

Make cone mix

Stock ice cream cabinets

Delegate responsibilities as necessary

Cleaning tables

Washing dishes

Making cones

Cleaning dipping cabinets

Trash pick up

Restocking paper products

Restocking ice cream

Making whipped cream

Refilling toppings

Open the shop as scheduled

Ensure all opening tasks are complete

Count cash drawer

Close the shop as scheduled

Balance the cash drawer

Ensure closing procedures are completed

LOCK ALL DOORS

**Ice Cream Production Responsibilities:**

Work with a team producing various ice cream flavors

Assembling ice cream mix ingredients for pasteurization

Preparation of all ice cream inclusions like caramel, fudge, brownies, etc.

Freezing of ice cream batches

Formulation and testing of new flavors

Mastery of equipment including the pasteurizer, batch freezer, steam kettle, mixer, etc.

Cleaning and sterilization of all equipment

Dishwashing

Other duties as assigned

**Qualifications:**

Ability to follow a recipe

Familiarity with kitchen equipment

Familiarity with Servsafe food handling procedures

Previous food preparation experience desired

Previous supervision experience desired

Must be18 years or older

Must be available nights and weekends

**Physical Requirements:**

Must be able to be on your feet ~8 hrs/day

Must be able to lift and carry 30 lbs.