



Rentals and Sales Manager

POSITION DESCRIPTION

TITLE: Rentals and Sales Manager

REPORTS TO: Chief Program Officer and Business Manager

STATUS: Full-Time, Seasonal

START/END DATE: April-August (negotiable)

HOURS: 40 hours/week. Hours are variable and include evenings and weekends but are highly flexible for the duration of the job.

COMPENSATION: \$15/hour

Overview: The Rentals and Sales Manager is responsible for supporting the mission of the ODC Network through operation of the center's mobile frozen yogurt stand and coordination of site rentals. For the frozen yogurt business, general operations of the mobile stand will be the primary responsibility which includes managing inventory, staff schedules, health department permitting, and rentals. Site rentals will include both scheduling and coordination of rentals at the Outdoor Discovery Center for the season.

Desired Skills:

- Strong business background
- Willingness to work at a seasonal food service business
- Working knowledge of point of sales systems
- Strong money management
- Proficiency with Microsoft Office, Google Suite, and general office equipment
- Strong organizational skills, ability to multitask, adapt to change and to develop plans and timelines and follow through to completion
- Strong ability to work both collaboratively and independently, strong interpersonal skills in a team setting
- Ability to develop relationships and resources that enhance and strengthen the customer service experience for Outdoor Discovery Center visitors

Duties and Responsibilities:

- Coordinate general business operations of a frozen yogurt stand
 - Product and service item ordering and inventory management

- Seasonal staff training
- Seasonal staff scheduling
- Schedule inspections from the county health department
- Ensure safety protocols are followed especially those for food safety
- Manage daily sales and cash drawer
- Manage on-line portal for point of sales station
- Market and coordinate rentals of the mobile frozen yogurt stand
- Coordinate Outdoor Discovery Center site rentals
 - Meet with prospective renters
 - Arrange rental logistics
 - Provide site supervision during rentals
- All other duties as assigned by the Chief Program Officer, Business Manager, and Executive Management

Education/Experience/Requirements:

- Small business knowledge or experience preferred
- Food service industry experience preferred
- Money management experience
- Working knowledge of point of sales systems
- Must pass a background check, have a valid driver's license and be fully insurable by the ODC Network

Physical Demands:

- Requires the ability to work outside in various weather conditions
- Must be able to occasionally lift to 50 pounds and walk, stand, and sit for extended periods of time.

Equipment Operated:

- General office equipment including tablets, computers, printers, and laminators
- On-line point of sale system (Square for Restaurants)
- Frozen yogurt machines, miscellaneous commercial kitchen appliances, electric leaf blower, all-terrain vehicle

These job responsibilities represent only the essential and most significant duties of the position. This job description does not exclude other work assignments, directives and responsibilities not mentioned above.

ODC Network Diversity Policy Statement: The ODC Network is an equal opportunity employer. To read our diversity statement, go to <https://outdoordiscovery.org/wp-content/uploads/2020/11/Diversity-Policy-Statement.docx.pdf>