



CAFÉ & ICE CREAM PRODUCTION MANAGER

SUPERVISOR/COACH: Julia Robbins Ledoux (General Manager)

OTHERS PROVIDING DIRECTION, COACHING AND SUPPORT:

Nancy Robbins (Owner)

Jocelyn Hayslett (Assistant Manager)

Linda Benway (Former Café Manager)

POSITION SUMMARY (one or two sentence summary)

Old McDonald's Farm is hiring a Café & Ice Cream Production Manager. The café manager is responsible for supervising café staff, overseeing all aspects of the ice cream production and sales operation, track inventory of café ingredients, pricing, weekly ordering of ingredients and supplies, and providing operational support for the café and ice cream operations.

RESPONSIBILITIES (specific tasks and responsibilities – bulleted list)

- Supervise café staff
 - Assist GM with employee scheduling
 - Work with café staff to maintain clean work and dining environment
 - Train café staff on food safety, handling and preparation
 - Ensure proper food safety and food handling regulations and procedures are being followed at all times by all café staff
- Provide leadership for ice cream production and sale
 - Oversee ice cream production, including recipes, scheduling of production, and quality control
 - Manage ice cream inventory, as well as ingredients and supplies inventory
 - Manage ice cream retail
- Provide operational support
 - Track inventory of ingredients and supplies and do weekly ordering through food service vendors (including janitorial supplies for OMF)
 - Understand POS system and be able to make necessary adjustments
 - Ensure positive experience of all customers
- Team support
 - Provide ideas, questions, challenges, and support to all team members
 - Provide informal leadership for the team as needed and/or requestees.
- Personal growth and professional development



- Maintain, annually update, and actively pursue a plan for continuing improvement and growth that reflects current and potential future responsibilities

COMPETENCIES REQUIRES (Capabilities, Knowledge, Skills, Experience, Attitudes)

- Food Service and/or Catering Management experience
- Serv Safe certified and/or trained in food safety/ food handling regulations and procedures
- Some computer skills required
- Experience in: Retail, customer service and employee supervision

HOURS & COMPENSATION

- 40-50 hours / week April 15- November 15, must be available weekends
- \$17-18/ hour based on experience

SLIDE ATTENDANT

Hiring teenagers and college students age 16+ to work as mega slide attendants this 2022 season at Old McDonald's Farm.

Qualifications:

- Assertive, outgoing, friendly and responsible
- Good personal presentation

Roles & Responsibilities:

- Observe safety rules and practices at all times while operating slide
- Assist with loading and launching riders
- Ensure riders are following safety rules
- Greet riders and check wristbands for ticket level
- Slide attendants must be prepared to call out customers who are not following safety rules, as well as to ensure riders have purchased the appropriate ticket level.

Hours and compensation:

Hours are 20-25 / week during summer and 10-15 hours on weekends Spring & Fall. Must be available weekends throughout the season. \$13.20/ hour.

FOOD SERVICE AND ICE CREAM RETAIL COUNTER

Hiring part-time food service staff to work in our café and ice cream stand. We have a made-to-order café that serves hamburgers, hot-dogs, grilled cheese, drinks, pizza, nachos, popcorn, cider donuts and mall. We also have a homemade ice cream operation that will be expanding its manufacturing and retail space this season.

Qualifications:

- Food service experience is preferable, but not necessary



Old McDonald's Farm
Sackets Harbor, NY
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- Outgoing personality
- Customer service skills
- Good personal presentation
- Attention for detail
- Responsible with money
- Trustworthy

Roles & Responsibilities:

- Understand POS system and make adjustments as needed
- Greet customers and take orders on POS
- Food service including: prepping, grilling (age 18+), cooking, packaging, merchandising, restocking
- Maintaining clean work areas, dining and retail spaces
- Ice cream operation includes: assisting with mixing ingredients to make ice cream and packing into pints and large containers. Retail sales: scooping and making lots of milkshakes!

Hours and compensation:

20+ hours/ week are available May through Halloween. Must be available weekends.
\$13.20-\$15/ hour based on experience.

CUSTOMER EXPERIENCE

Hiring "Customer Experience" team members to work our admissions desk and retail gift shop.

Qualifications:

- Computer skills
- Outgoing personality
- Good Personal Presentation
- Responsible with money
- Attention for detail
- Trustworthy

Roles & Responsibilities

- Understand POS system and make necessary adjustments
- Answer phone, provide information to callers and take messages as needed.
- Greet customers with a smile and friendly disposition. Check customers in with pre-purchased tickets and/ or provide admissions information while selling at-the-door tickets.
- Utilize attention for detail while handling money
- Open and close POS systems
- Assist customers in the gift shop and check out their purchases
- Answer questions about the farm and business knowledgably
- Ensure positive experience of all customers

Hours & Compensation:



20+ hours/ week are available May through Halloween. \$13.20- \$15 / hour based on experience.

ANIMAL CARETAKER

Hiring animal caretakers responsible for feeding, maintenance and general care of Old McDonald's Farm's animals.

Qualifications:

- Experience with large animals, including horses and/ or cows is essential
- Outgoing personality
- Good personal presentation
- Attention for detail

Roles & Responsibilities:

- Morning and afternoon feeding of farm animals. This position requires the caretaker to follow specific and often-changing feeding instructions.
- Administer medicines to animals as needed
- Ability to lift up to 50 lbs.
- Greet customers and answer questions about the farm and business knowledgably
- Ensure positive experience of all customers

Hours and Compensation:

20 hours + are available May- October. Must be available weekends. \$13.20- \$16/ hour based on experience.