



Job Description: Lead

Non-Exempt: At Will Part-Time Hourly Employee

Position Summary: The Lead is responsible for Dough & Arrows operational functions as well as some administrative functions. The Lead oversees day to day activities and ensure adequate comestible products are available. The Lead is a trusted key-holder. A trusted key-holder is required to open/close the shop for business and non-business hours.

Essential Job Functions:

- Be kind, courteous, energetic, and happy when performing all aspects of this position.
- Lead by example, not by instruction.
- Serve customers
- Complete Daily Chores
- Notify the Manager of any supplies that are getting low.
- Train employees on proper sanitation and cleaning procedures. This includes food handling as well as opening/closing techniques.
- Train employees on the use of the cash register and how to accept each form of payment.
- Responsible for counting the cash registers at the end of the night and ensuring the deposit is placed in the safe.
- Ensuring Dough & Arrows is clean, organized, and operational.

Other Responsibilities as assigned by the Owners:

- Work private events, fundraisers, and off-site events as needed.

ADA Requirements

- Continuously
 - Standing / Walking
 - Talking
 - Grasping
 - Lifting/Carrying 10 pounds or less
 - Repetitive use of hands and arms
 - Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc.)
- Frequently
 - Lifting/Carrying 11 to 25 pounds
 - Bending Over
 - Reaching
 - Pushing/Pulling
- Environmental Conditions
 - Occasionally around cleaning chemicals
 - Occasionally around wet, slippery floors or surfaces
 - Continuously working with others

Qualifications and Education Requirements:

- Previous experience in customer service and food service preferred.
- Must have GED or High School Diploma
- Must be able to pass and receive ServeSafe Food Manager Certification and complete it within the first 60 days of employment (sponsored by Dough & Arrows)

Supervision:

- Oversees all Support Staff and operations.
- Reports to Manager and/or owner

Compensation:

- Lead will be hourly and required to punch in/out.
- Lead will have the ability to work private events, fundraisers, and off-site events.
- Lead will not be compensated for any closed Holidays, closings due to inclement weather, or for any unforeseen circumstances.

Leads Hours:

- Lead will be required to be flexible with his/her schedule to accommodate winter and summer hours. No overtime will be paid.
- You are required to give your availability to the owner, the schedule will be completed by the owner a minimum of 2 weeks in advance.
- If you have a scheduling conflict once the schedule is completed it is your responsibility to find another employee to exchange shifts or cover your shift.
- If you must call off for unforeseen circumstances you must contact the owner no later than 2 hours prior to the beginning of your shift.
- Due to call offs and/or any open shift the Leads hours could be changed at Owners discretion to ensure shift coverage.
- Dough & Arrows will be closed for Easter Sunday, Thanksgiving Day and Christmas Day. Any other Holiday closings will be at the Owners discretion.

Discipline:

- If discipline is required for any reason the employee will receive the discipline in writing by the Owner. Copies of the discipline will be placed in the employee's file.
- Discipline can lead to termination at any time.

*Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. Dough & Arrows Owners reserve the right to change or assign other duties to this position at any time. *

By signing below, you agree that you have read the job description and was provided a copy for your records.

Employee Printed Name

Date

Employee Signature