

“The Shack” Food Truck Manager

Department: Business Department

Reports To: Director of Business and Innovation

Classification: 12-month staff, non-exempt, with bonus structure based upon truck profit

Hours: part-time, variable, average of 25 hours per week including evenings and weekends,

Job Summary: The Shack food truck Manager is responsible for managing the food service operations within The Shack food truck.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Oversee the day-to-day operations for The Shack food truck including:
 - Lunch on campus two times per week
 - Athletic concessions
 - On-campus events
 - Off-campus events
- Recruit, select, and train student workers from the Business and Innovation Club
- Manage student workers in all areas of food truck operations:
 - Menu-planning and preparation
 - Budgeting and price-setting
 - Inventory management
 - Marketing
 - Following proper sanitation procedures and safety procedures while food is being prepared
- Assist with food prep and service
- Oversee Point of Service (POS) system
- Maintain equipment including refrigerator, stove, prep table and cookware.
- Direct the cleaning of the truck
- Maintain required records including food production, inventory, income/expense, meal counts and personnel records.
- Maintain paperwork to comply with laws and regulations.
- Maintains Certified Food Production Manager status and serves as the Person In Charge (“PIC”) during Health Department visits.

Qualifications: The Shack Truck Manager must be a spiritually sensitive individual who understands the mission of Wheaton Academy and is committed to help see it become a reality in the lives of our students by manifesting, by precept and example, the highest Christian virtue and personal decorum, serving as a Christian role model (I Timothy 4:12) both in and out of school (Luke 6:40), and as an example to parents and fellow employees in judgment, dignity, respect, and Christian living. He or she maintains active participation in a protestant, evangelical church.

The ideal candidate thrives in a busy, fast-paced environment and has excellent customer service skills. He or she is a problem solver, has excellent attention to detail and proactively takes the initiative to fill a need. A love for high school students and the ability to supervise them is essential for this position. This position requires standing for prolonged periods of time, reaching, bending, walking, and carrying up to 25 pounds.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.