

Smokehouse Market Food Manager

You are responsible for food items, as well as assisting with the continual clean-up of The Smokehouse Market during the business day. Become familiar with popcorn assembly, cookie baking, clean-up procedures, and use of equipment.

DURING THE BUSINESS START-UP, COMPLETE THE FOLLOWING.

1. Remain in your business until the Opening Town Meeting to help with business start-up. Your business needs everyone's help before it opens.
2. Organize food items that will be for sale into an attractive display.
3. Begin baking your first tray of cookies carefully following the instructions on the bulletin board.
4. Practice the prepared interview script. KPLR 11 will send an employee when it is time for the interview.

OTHER TASKS DURING THE DAY

1. Help keep The Smokehouse Market clean by wiping down the food equipment, tables and food work areas.
2. Assist Sales Associates by filling customer's popcorn and/or cookie orders.
3. Clean the dining area of The Smokehouse Market when you are not working with food items. Be certain to sanitize your hands and put on gloves before working with food items.
4. Substitute for Sales Associates when needed.
5. KPLR 11 will send an employee for you when it is time for the interview.
6. At the end of day, clean off the food preparation table and empty the popcorn maker. Sweep up the floor in front of the food preparation area. Turn off the cookie oven and place all dirty dishes into the sink. Assist with the rest of business clean-up.
7. Recycle any clean, used paper into the **blue** recycle bin.

Congratulations on a job well done!