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**Southern Wesleyan University**

**Accounting Manager**

**Position Description**

**March, 2015**

**Accounting Responsibilities**

* Timely verifying and processing of invoices and charges.
* Point of Sale training for all employees.
* Entering invoices and preparing reports. Monitoring gift card sales, coupons, inter-department charges and payments.
* Creation of weekly reports required as directed by the General Manager. Sharing these reports with the Management team at weekly meetings. Compilation of weekly reports and year to date summaries are the total responsibility of this position.
* Cash handling as needed for back up for General Manager, including reports and deposits. Train employees on secure handling of cash and using the safe. General communication to employees regarding money procedures.
* Work with General Manager to monthly reconcile Jenzabar accounts with Blue Hill records.
* Daily reconcile food service flex dollars with Food Service provider to insure accuracy.
* Insure POS is up to date and accurate.
* Work with the Blue Hill team on pricing to insure profitability and value. Compare pricing of all products and run analysis of menu item prices to reflect any changes in increased product costs.

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**Southern Wesleyan University**

**Human Resources Manager**

**Position Description**

**March, 2015**

**Human Resources Responsibilities**

* Advertise, recruit and interview for student employees as needed.
* Assist General Manager in training of all employees, and maintain consistent contact and supervision to insure quality and service.
* Maintain work schedule and develop system to deal with unexpected staffing shortages or absences.
* Prepare weekly payroll reports and submit to General Manager as well as the Accounting Manager.
* Evaluate performance each semester; warnings and terminations as needed in collaboration with General Manager.
* Keep employee files **updated**. (Important with 1 year internships)
* Generally responsible for student employee performance and oversight.
* Supervise employees regarding employee handbook expectations including cell phone use, attire, etc.
* Be visible every day, encourage employees, provide positive feedback and directions to all employees each day.
* Comply with SWU student payroll requirements.

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**Southern Wesleyan University**

**Marketing Manager**

**Position Description**

**March, 2015**

**Marketing Responsibilities**

* Develop product promotions for the coffeehouse. Design and distribute the appropriate advertising material via physical advertising and social media.
* Menu refreshment: Research and implement new ideas for items that are not selling or specific times where business is slow; attracting new customers to Blue Hill.
* Maintain menus, signage and facility decor.
* Investigate new “marketing” products (mugs, shirts, collectables) to sell at Blue Hill.
* Coordinate graphic design projects with SWU Marketing Division.
* Continued Web Page development allowing all managers to easily update information related to their area of supervision.
* Evaluate products being offered based on sales and popularity. Make periodic recommendations for new products to be offered or marketed. Present product information with cost and recommended pricing to Management Team.