



General Store Job Description

There are 2 Jobs within the General Store

MANAGER JOB DESCRIPTION

- Will be on full time staff
- Will be on the Support Counselor Team
 - Behind the scenes operations running of camp
 - Taking care of lists and logistics
- Will lead age groups ranging from 16 to 18 years old
- Will do all the inventory, ordering and organizing of the food and beverage products sold in the general store
- Will be accounting for and responsible for the money that goes in and out of the concessions side of the general store
- Will make supply runs into Hot Springs and occasionally into Little Rock
- Will make occasional bank runs
- Will be responsible for the cleaning and sanitization of the concessions side of the general store on a daily basis
- Will be drive truck to activities on occasion
- Will make JC serving schedules
- Will run the General Store Container and make sure that the Grab and Go is running smoothly
- Must have a marketing skills

JC RECRUITER JOB DESCRIPTION

- Will be on full time staff
- Will be on the Support Counselor Team
 - Behind the scenes operations running of camp
 - Taking care of lists and logistics
- Will lead age groups ranging from 16 to 18 years old
- Will attend all JC Recruiters meetings
- Will attend the JC Hangout after lunch every day
- Will be a part of JC training during the training weekends
- Will run the Grab and Go Container

ELIGIBILITY:

- Must have a vehicle
- Must have basic computer skills
- Must have completed high school
- Must have leadership skills and experience
- Must have organizations skill and experience
- Must be able to conduct inventory and place orders
- Must sign and comply with the Brookhill Ranch Code of Conduct
- Must be willing to teach activities and lead campers if necessary
- Must complete a health evaluation 2 weeks prior to the session hired
- Must have experience in communication with professionals in the workplace



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EXPECTATIONS:

- Must agree to a background check
- Must be able to submit to and work for authority
- Must be able to work the full time required by Brookhill
- Must be able to attend the staff training required by Brookhill
- Must be respectful and professional with campers, other staff members and administration
- Must conduct him or herself in a manner that is in accordance with the standards set forth by Brookhill Ranch
- Must understand and support the values and mission of Brookhill Ranch
- Must love, train and disciple JC's
- Must have flexibility
- Must have organization skills
- Must be trustworthy with money management