

Appendix D: Task Statements

General:

1. Communicate orally with managers of neighboring stores to fulfill staffing needs and rectify product shortages. **(Removed due to unsatisfactory importance rating from Nekter employees)**
2. Monitor the cost of goods using Excel spreadsheets of past invoices to adjust orders and maximize profits.

Paperwork/Administrative:

3. Forecast staff, equipment, and supply requirements on a weekly basis to adequately address store needs.
4. Monitor inventory daily via hand count and spreadsheet to inform weekly ordering decisions and in-store use.
5. Sends labor schedule and time adjustments via e-mail to HR weekly for payroll purposes.
6. Perform various financial activities, such as cash handling, deposit preparation (bank runs), and payroll and count cash safe daily in order to identify overages and shortages.
7. Record production, operational, and personnel data on specified forms.
8. Develop equipment maintenance schedules and arrange for repairs.
9. Purchase or requisition supplies and equipment needed to ensure quality and timely delivery of services.
10. Develop store objectives, budgets, policies, procedures, and strategies.
11. Prepare and send weekly recap to District Manager via e-mail regarding store operations and profits.

Preparation/Front of House:

12. Cleans juicing equipment regularly to maximize the yield of juiced produce.
13. Present bills and accept payments to/from customers.
14. Inspect supplies, equipment, and work areas to ensure efficient service and conformance to standards.
15. Perform food preparation and serving duties, including chopping fruits and vegetables using a knife, measuring ingredients using a measuring cup, and blending/juicing drinks.
16. Supervise and participate in kitchen and dining area cleaning activities.

Supervision:

17. Monitor employee shifts daily to ensure breaks are being taken in accordance with California labor laws. Reviews employee's timecards using CTUIT Radar in order to validate payroll.
18. Create work schedules and organize employee time sheets.
19. Interview and hire candidates using Applicant Tracking in Paycom to keep the store adequately staffed.
20. Enter new employees and their payroll identification number into NCR to ensure they are paid correctly.
21. Train workers in food/drink preparation, and in service, sanitation, and safety procedures.
22. Resolve customer complaints regarding food service and issue refunds if necessary.

23. Perform personnel actions, such as hiring or firing staff, and providing employee orientation or training.
24. Observe and evaluate workers and work procedures to ensure quality standards and service, and complete disciplinary write-ups or terminations.
25. Assign duties, responsibilities, and workstations to employees in accordance with work requirements.