
FRONT OF HOUSE JOB DESCRIPTION

PEOPLE: ADMINISTRATION

OVERVIEW

The **FOH BEE** is the initial step of employment, in The Juice Standard store. As is the role of a FOH Bee, the **FOH BEE** is on the ground floor executing assignments, and dealing directly with customers. They are an expert on The Juice Standard product, as well as a go to juiceologist that ensures our customers receive the best possible service and sales experience. The FOH BEE at all times should set the best example of all duties and responsibilities, and develop themselves, with guidance from supervisors and managers, to execute their role as well.

As an employee, and developing leader, within the Retail Division, the FOH BEE will be required to be actively involved with, managing **product**, and controlling **profit**. Furthermore, within those areas, the FOH BEE will be expected to exhibit the characteristics necessary to demonstrate their ability to be an inspiring **leader**, effective **administrator**, and Strategic **entrepreneur**.

SCHEDULE

The FOH BEE is a Full Time FLEX employee who is eligible to receive up to 40 hours of work each week, and be available to work at least 32 hours each week. Though a FOH BEE is eligible for full time work, the work schedule and hours are not guaranteed, and may fluctuate to reflect the needs of the business, or performance of the individual.

FOH BEES are required to have a flexible availability which allows them to work nights, weekends (FRI – SUN), holidays, and overtime if needed.

Currently the FOH BEE is eligible for health, medical, dental insurance offered by the company after completing 60 days of employment.

EXPECTATIONS

All employees of The Juice Standard are expected to follow all policies & procedures outlined in the **Employee Handbook**.

As a member of the hive (team), the FOH BEE is required to follow and execute the **Codes of Conduct**.

REQUIREMENTS

GENERAL

Before being considered for the role of FOH BEE, individuals must meet the following eligibility requirements:

- At least 16 years of age at time of hire date, and able to provide proof of age
- Be a legal US Citizen, permanent resident, or provide proof of authorization to work
- Have involvement with, an interest in, or desire to learn about Health & Wellness
- Have reliable transportation
- Be able to work a flexible schedule (including nights & weekends)
- Be available to work at least 32 hours, and up to 40+ hours per week
- Possess leadership, coaching, and development capabilities
- Successfully pass a drug test and background screening

TECHNOLOGY

In order to fulfill the responsibilities associated with being an effective FOH BEE, individuals must be able to use at a higher than normal capacity the following technology and software:

- Microsoft Office word processor, spreadsheet, and database software
- Multi-line / multi-function telephone, copier, & multi-function printer
- Point-of-Sale system
- ADP online scheduling & Time Keeping system
- Alarm Code keypad
- Armored Safe keypad

EDUCATION

In order to fulfill the responsibilities associated with being an effective FOH BEE, individuals must possess a high school diploma or GED or currently be in pursuit of one.

CERTIFICATIONS

As required by both local regulation, and company policy, Supervisors will be required to obtain, and maintain current, the following licenses and certifications, at their own expense:

SNHD Manager Food Handler Card