



### **Job Description: Voc-Hab Supervisor - CAFE**

The Voc-Hab Supervisor is to work closely with the Director of Services in overseeing the operations of the enclave for which he/she is placed. It is their duty to oversee the employees and ensure overall health and safety of all employees and individuals. The Supervisor is responsible for all tasks assigned and will, to the best of their ability, help the employees and individuals, under their care, to learn on the job skills necessary for performing the task. Some of these tasks are listed below but are not all inclusive.

#### Duties Include:

- a. Know and comply with all Medina Creative Accessibility (MCA) procedures and train all employees in following these procedures.
- b. Know and follow all behavioral plans and ISPs.
- c. Maintain and oversee all tracking logs, document logs and train all employees on proper document procedures.
- d. Maintain contact the MCA Coordinator.
- e. Turn in all paperwork, receipts and any other documents in a timely manner.
- f. Attend ISP meetings as requested.
- g. Know and follow all emergency procedures.
- h. Train all employees good work related manners and habits.
- i. Work with the Director of Services, Employment Services Supervisor, Director of Operations, Compliance and Housing and any managers in organizing and completing all projects and/or endeavors in a timely manner.
- j. Complete any and all duties assigned to you by the manager.
- k. Clocking in employees/consumers daily when arrive to work and leave for the shift
- l. Provide training to consumers as needed
- m. Recommend changes as needed to improve work environment
- n. Use creativity to increase sales to the café
- o. Ensure café is welcoming to the public

#### MCA Employee Requirements:

- a. MCA has a basic standard for all requirements of the job
- b. Must have food service experience
- c. Customer service experience preferred
- d. Must complete the ServSafe Level II Manager course
- e. Monthly Continuing Ed

#### Reports to the Employment Services Manager

I certify that I have read and understand the job description. I also certify that I can perform all task required for the position. I understand that it is my responsibility to acquire any certifications I may need for the position and provide copies to Medina Creative Accessibility. I certify that I can perform all tasks required for this position.

Signature: \_\_\_\_\_ Date \_\_\_\_\_