



Assistant Manager

Oversee the daily operations of the Caddie Shak park. Ensure all staff members are trained in all attractions and are following all safety protocol. Responsible for keeping staff informed of upcoming events and promotions happening at the park. Responsible for learning all aspects of the POS system and have knowledge of the needed reports associated with the system. Responsible for ensuring the cash drawers are balanced and the deposit is created and securely placed in the safe. Will report directly to the Operations Manager of the park and work closely with the other Assistant Manager and park Supervisors. While the Operations Manager is not on site, handle any customer issues. Job will include working evenings, weekends and holidays.

Essential Job Functions

- Manage employees of the park
- Show leadership skills and the ability to delegate work to employees
- Resolving customer issues
- Incorporate and execute daily procedures for the employees and the park
- Training of employees
- Ensuring company policies are followed
- Provide leadership and direction to all employees
- Ensure all attractions are operating properly
- Oversee and maintain inventory

Knowledge, Skills and Abilities

- High school or higher education
- Experience as an assistant manager or retail experience is a plus
- Knowledge of the park and its attractions
- Excellent verbal communication, and the ability to convey information clearly and effectively
- Strong leadership abilities and initiative
- Knowledge of POS system

- Have the ability to problem solve and adapt quickly
- Be a team player
- Must be self-motivated

Work Remotely

- No

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
- Detail-oriented -- would rather focus on the details of work than the bigger picture

Job Type: Part-time

Experience level:

- 1 year

Shift:

- Day shift

Weekly day range:

- Monday to Friday
- Weekend availability

Work Location: One location