

AGENCY X PROJECT

Spring 2020

MISSION & VISION

Agency X's mission is to provide an eco-friendly, affordable, home-style, and community-based dining experience to Penn students - through the integration of Penn's unique diverse cultural perspectives.

We envision a student-run diner offering a variety of home-style breakfast items geared specifically for the Penn community. The diner will be an inviting, friendly, and a student-centered study and gathering space in the heart of Penn's campus.

R E C R U I T I N G P O S I T I O N S

FOUNDING TEAM MEMBERS

Leadership

Apps due 11/19 @ 5pm

Entry-Level

Apps due 11/19 @ 5pm

No Experience Required!
But, food service experience
is a plus!

Dedicated

Interested in skill building +
running a business!

- ★ **Director of Operations**
- ★ **Director of Purchasing**
- ★ **Director of Safety & Personnel**

★ Responsible
for running
the business

- General Manager
- Marketing and Outreach Manager
- Shift Supervisors
- Artisans

TOTAL: 40+ employees

WAGES: \$8 - \$15 (+ 2x pay shifts)

*Hourly and Salaried (\$180 - \$300 weekly)

HOURS: 6 - 20 weekly



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Director of Operations

Weekly Commitment: 15 hours

Key Responsibilities:

- Overall operations, staffing, monitoring sales and financial summaries to improve the service and performance of the store
- Promotion of the store, marketing outlets, and menu items in collaboration with the Director of Purchasing
- Reports to PSA Program Director

Director of Purchasing

Weekly Commitment: 15 hours

Key Responsibilities:

- Vendor communications and the acquisition of supply quotes
- Development of recipes to be implemented in the menu
- Constantly seeking new sources of inventory
- Reports to PSA Program Director



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Director of Safety & Personnel

Weekly Commitment: 15 hours

Key Responsibilities:

- Train new staff
- Facility checks and employee evaluations
- Will be up to date on safe food service practices, and will handle any health or safety concerns
- Reports to PSA Program Director

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General Manager

Weekly Commitment: 12-15 hours

Key Responsibilities:

- Day to day operations of the store
- Scheduling shifts, distribution of tips, oversight of covers
- Assisting in the continual training of staff, and in the hiring process
- Opening/Closing Shifts (Closeouts)
- Reports to Agency X Director Team

Marketing & Outreach Manager

Weekly Commitment: 12- 15 hours

Key Responsibilities:

- Customer relations and market analysis
- Marketing initiatives and merchandising
- Manage Social Media
- Partnerships (On-campus and Off-Campus)
- Reports to Agency X Director Team



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Shift Supervisors

Weekly Commitment: 10-14 hours

Key Responsibilities:

- Opening/Closing Shifts (Closeouts)
- Assist in Training
- Manage on shift tasks
- Organize daily food prep
- Adhere to compliance standards
- Works closely with Leadership
- Reports to Agency X Director Team + General Manager

Artisans

Weekly Commitment: 8 - 12 hours

Key Responsibilities:

- Prepare food and drinks accordingly + Stocking
- Handle orders and receive deliveries
- Regularly interact with customers
- Reports to the Shift Supervisor on Shift, General Manager and Agency X Director Team

APPLICATION
=
RESUME
DROP

Interviews to Follow

Leadership

11/21+ 11/22

Entry-Level

11/21 + 11/22

**Full Job Descriptions can be
found at:**
pennstudentagencies.com

QUESTIONS?

Email Michael at

evpo@pennstudentagencies.com

