



Rocky Mountain College

The Pygmy Giraffe Café is in need of both a manager and employees for the upcoming winter semester (2010). If you are interested, please submit your application and resume to Student Life.

JOB DESCRIPTIONS

PYGMY GIRAFFE MANAGER

- ❖ Responsible for the smooth running of the Pygmy.
- ❖ Scheduling hours for Pygmy staff.
- ❖ Keeping accurate book-keeping records.
- ❖ Ensuring cash float available.
- ❖ Completing Timesheets for Pygmy staff.
- ❖ Ordering and picking up supplies as needed (must have access to a vehicle)
- ❖ Making coffee/drinks/foods as ordered.
- ❖ Ensuring Pygmy Café kept clean and organized.
- ❖ Planning and/or hosting after-hours events.
- ❖ Liaising with Security Supervisor for after-hours events.
- ❖ Being a member of the RMC Student Union

PYGMY STAFF

- ❖ Making coffee/drinks/foods as ordered.
- ❖ Ensuring Pygmy Café kept clean and organized.
- ❖ Noting any supplies needed.

Both positions report to VP Student Life.