

Set Manager Job Description

Come be a part of the special yearly tradition of photos with Santa. It's your job to help create a magical experience for everyone who visits. Amusematte Corp trains each manager and is there to help you guide the Santa photo set team to success.

The Set Manager is a seasonal team leader responsible for ensuring the smooth and efficient operations of the Santa photo set on a day-to-day basis. Responsibilities include but are not limited to financial accounting of all sales, budgets, hiring, payroll and all aspects of set operations. Set Managers must be able to perform, train and coach every role on the set. The Set Manager is responsible for motivating set employees to create a memorable experience for every guest.

Essential Duties & Responsibilities

- Required to pass a Background Check
- Mandatory attendance at Set Manager Training prior to start of season
- Ability to schedule and supervise set staff
- Ensure timely and accurate transmittal of required data/reports:
- Payroll
- Pre-season hiring paperwork and personnel changes during season

- Daily Sales Reports
- Nightly transmission of data

- Incident Reports, if/when necessary
- Bank Deposits
- Ensure DAILY deposits are made
- Follow Amusematte Corp Policies and Procedures
- Ensure equipment and inventory are secured appropriately
- Ensure supplies and consumables are not wasted
- Supervise and coach team members to ensure that operations on the set run smoothly, effectively and in accordance with all Amusematte Corp policies and procedures
- Establishes and maintains a good working relationship with your District Manager, photo set team members (including Santa), Center Marketing Director, Center Manager and Staff, and build/maintain a positive image for Amusematte Corp at your center
- Professional attire (in costume during season) and good hygiene is required; your personal appearance reflects on the company and you
- Must be available and willing to work Friday, Saturday, and Sunday when set is busiest

Education/Experience

- High School Diploma or equivalent work experience
- Supervisory experience and/or qualities
- Retail experience
- Customer Service experience

Knowledge/Skills/Abilities

- Strong customer service skills
- Ability to hire staff
- Ability to train/motivate team, provide instructions effectively
- Teamwork skills: ability to build, manage, motivate and lead a TEAM
- Ability to prioritize, manage time and multi-task
- Ability to operate camera, POS system and other equipment, as required
- Ability to problem solve effectively



Holiday Photo Application Form

Federal and state laws prohibit discrimination in employment because of sex, age, race, color, religious creed, marital status, national origin, ancestry, disability or handicap. This application is for Temporary/Seasonal Employment

PERSONAL INFORMATION				
APPLICANT'S NAME: Last		First	Middle Initial	DATE
CURRENT ADDRESS: Street, City, State and Zip Code				
TELEPHONE Area Code & Number ()		SOCIAL SECURITY NUMBER		
How long have you lived at your current address?				
If you are not a U.S. citizen, do you have the legal right to remain permanently and work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No; Please explain:				
Do you have any disability which would substantially interfere with your ability to perform the duties of the job for which you are applying? <input type="checkbox"/> No <input type="checkbox"/> Yes; Please describe the disability and explain the work limitation as it pertains to the job for which you have applied:				
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? <input type="checkbox"/> No <input type="checkbox"/> Yes; Please describe in full:				
What languages do you speak fluently:				
Please list other names you have been employed under:				
If you have relatives employed by this company, please give their names and work locations:				

EMPLOYMENT DESIRED			
Position Applied For:		Salary Desired:	
Shift you can work: <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Both	Do you seek: <input type="checkbox"/> Full-Time or <input type="checkbox"/> Part-Time employment	Date you can start:	
Have you ever applied to this company before? <input type="checkbox"/> No <input type="checkbox"/> Yes - When?			
Have you ever worked for this company before? <input type="checkbox"/> No <input type="checkbox"/> Yes - When?			
Location/Supervisor:			
Reason for Leaving:			
Describe any training you received relevant to the position for which you are applying:			

IN CASE OF EMERGENCY NOTIFY					
NAME	ADDRESS	CITY	STATE	ZIP CODE	TELEPHONE

PREVIOUS EMPLOYMENT

Please Explain Any Gap in Employment History Below

Please list most recent employment first	NAME AND LOCATION	POSITION	SALARY	REASON FOR LEAVING
1	From:			
	To:			
2	From:			
	To:			
3	From:			
	To:			
4	From:			
	To:			

May we contact your present employer at this time? Yes No

EDUCATION

HIGHEST GRADE COMPLETED:

GRADE SCHOOL 1 2 3 4 5 6 7 8	HIGH SCHOOL 9 10 11 12	COLLEGE 1 2 3 4 - Degree Earned:
Name and address of last school attended:		
Vocational or trade training:		

PERSONAL REFERENCES

Please list 3 non-relatives whom you have known for at least one year.

#	NAME AND ADDRESS	TELEPHONE	RELATIONSHIP - YEARS KNOWN
1			
2			
3			

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. I authorize this facility to contact any/or all of my references for full information. I agree to take a physical examination at any time, at the request of this facility and at no personal expense to me, and agree that the examining physician may disclose the findings to this facility or an authorized agent to this facility. Breakaway Press vigorously pursues legal action against all parties who are found to be in violation of Workers' Compensation Fraud Act of 1991, Chapter 116, Section 18, Section 1871.4

Applicant's Signature _____

FOR FACILITY USE ONLY

INTERVIEWED BY:	DATE AND TIME:	HIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO
INTERVIEW REMARKS:		
COMPUTER CHECKED FOR PREVIOUS EMPLOYMENT? <input type="checkbox"/> NO <input type="checkbox"/> YES, RESULTS:		
THE ALAMEDA COMPANY TARGETED JOBS TAX CREDIT CONFIRMATION NUMBER:		

REFERENCE CHECK

EMPLOYER	PERSON CONTACTED	REMARKS - RESULTS	VERIFIED BY
1			
2			
3			
4			