

So Fresh & So Clean
1600 Post Road
Warwick, RI 02888

Job Title: Operations Manager (120 hours - Internship)
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Job Duties:

- Helps create and oversee employee scheduling and inventory levels
- Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors
- Provides direction in discussing and creating development plans
- Aligns individual goals for self and others with work area/functional goals
- Builds confidence and respect of others through a positive and energizing style
- Assists work team in the achievement of goals/ commitments; achieves own goals/commitments regardless of obstacles
- Builds customer relationships, interprets customer needs and assesses their business Leverages customer knowledge to develop alternative solutions and shares key ideas with others
- Resolves day-to-day or routine problems using defined processes requirements
- Actively builds relationships across functions/businesses that bring value to the company, encouraging the participation and perspectives of all team members, regardless of background; mentors and empowers others to achieve success
- Effectively listens to and explains difficult issues to reach shared understanding and build alignment
- Oversees and supports a good working relationship between management and employees.
- Ensures proper staffing of personnel and tracks all department expenditures to adhere to previously set budgetary guidelines. Delegates' authority and assigns responsibility. Responsible for determining and implementing changes in equipment as required
- Responsible for developing, implementing, and managing programs, processes, and people to enhance the overall successful operations of the company.
- Plan, organize, schedule, forecast, and coordinate work in order to meet production schedules and operational goals in assigned areas.
- Develops staff, interviews, hires, and evaluates performance
- Performs other job-related duties as assigned.