

Sugar Hill Dairy, LLC  
602 Pleasant Street,  
Bridgewater, MA 02324  
(508) 279-1425

**JOB APPLICATION FORM  
(Ice Cream Stand)**

**PERSONAL INFORMATION**

Name: (First, Middle Initial, Last) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Home Address: \_\_\_\_\_  
Number and Street City State Zip

Phone Number: Home \_\_\_\_\_ Cell \_\_\_\_\_

If you are under 18, do you have an employment permit? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Usually obtained from the guidance office of your school)

**AVAILABILITY**

*\*\*Must be available nights, weekends, and holidays during open season\*\**

Monday \_\_\_\_\_

Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_

Friday \_\_\_\_\_

Saturday \_\_\_\_\_

Sunday \_\_\_\_\_

Date you are available to start: \_\_\_\_\_

Do you play sports? \_\_\_\_\_ If so, will that interfere with work? \_\_\_\_\_

## EDUCATION

Name and address of school you are currently attending or most recently attended:

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Graduation date: \_\_\_\_\_

Have you taken, or are you taking, any courses related to foodservice? Yes \_\_\_\_\_ No \_\_\_\_\_

## EMPLOYMENT (past or present)

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street                      City                      State                      Zip

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Dates employed: From \_\_\_\_\_ to \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's name: \_\_\_\_\_

May we contact the employer listed above? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever had any experience working with, handling, or scooping ice cream?  
Yes \_\_\_\_\_ No \_\_\_\_\_

## REFERENCES

Please supply name, address, phone number, and relationship (How you know this person, i.e., as a family member, friend, business acquaintance, etc.)

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## VACATION

Please list any scheduled vacation dates

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## JOB DESCRIPTION

The ice cream server's role is to ensure that each and every customer is served in a friendly, professional, and timely manner. This includes greeting customers as they approach the windows, processing customer orders through the POS system, and fulfilling customer order including scooping ice cream, making frappes, and making sundaes. The ice cream server is usually the last "face" the customer sees, leaving a lasting impression of the restaurant. This person will process customer transactions, resolve customer issues, and maintain the work area by assessing and completing necessary cleaning tasks.

### Responsibilities:

- Greet all customers in a friendly and welcoming manner.
- Prep and serve all offered ice cream dishes, including scoops, sundaes, and frappes.
- Write and ring in orders on POS System.
- Identify customer issues/complaints and take necessary steps to correct them.
- Keep the "ice cream caboose" stocked with all necessary items.
- Clean and organize when necessary or as instructed.
- Maintain a clean, safe, and professional work environment at all times.
- Keep customer area(s) clean, safe, and stocked.
- Notify management of all customer and POS System issues.
- Perform other related duties as requested.
- Complete the season to specifications outlined in your employment contract.

### Minimum Qualifications:

- Minimum Age: 16 years
- Previous Experience: None
- Reliable Transportation
- Able to Use Touch-Sensitive POS System
- Able to Lift Minimum of 10 lbs.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If application is not signed and dated it will not be considered.**