

CLASS TITLE:

**SUPERVISOR,
BUSINESS ENTERPRISES PROGRAM**

Class Code: 02578200

Pay Grade: 15A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for providing supervision of the legally blind operators of business enterprises in public or privately owned buildings; and to do related work as required.

SUPERVISION RECEIVED: Works under the close supervision of a supervisor, who reviews the work in process and upon completion for conformance to established policies and procedures.

SUPERVISION EXERCISED: Closely supervises the work of legally blind operators of business enterprises in public or privately-owned buildings.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for providing supervision of the legally blind operators of business enterprises, i.e., vending facilities of various types including cafeterias, snack bars, gift shops, automatic vending machine locations, or other such small businesses located in public or privately owned buildings.

To assist a superior to train persons who are legally blind in the basic principles of merchandising, public relations and the display of merchandise and to supervise the on-the-job training or re-training of such persons as may be required.

To collect, account for and deposit, cash received for sale of merchandise in a designated bank to the credit of all facilities operated on a temporary basis as agency vending facilities while awaiting assignment to a qualified blind vendor.

To be responsible for the supervision of employees of agency-operated vending facilities, including calculating payroll, maintaining adequate merchandise inventory and cash control.

To be responsible for providing knowledgeable technical business support to enable blind vendors to improve business practices in order to improve profitability while providing high quality products and excellent customer service.

To insure compliance to local, State and Federal regulations, ordinances and codes concerning safe food handling, fire safety, use and sale of tobacco products, lottery sales, discharge requirements, use of labor, taxes, and related requirements.

To be responsible for conducting physical and merchandise inventories and assisting with the maintenance of an up-to-date computerized register of equipment with the Program; such inventories and related work may require bending, stooping and lifting of items 25lbs or less.

To complete and/or maintain files for semi-annual progress reports, interim progress reports and such special reports and documents as may be required for the proper administration of the Business Enterprises Program

To be responsible for providing input for program budget by assessing facility equipment and refurbishment needs; to be responsible for providing support in establishing new facilities by accepting deliveries, setting-up merchandise displays, etc.; monitoring the placement of vending machines, recommending changes in policies and procedure; assisting blind vendors in learning how to obtain licenses, tax numbers, insurance and other business items required to achieve independence in the work setting.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: Basic knowledge of purchasing, sales, and sales promotion principles and methods and the ability to apply the knowledge to the operation of the Business Enterprise Program for persons who are legally blind; knowledge of basic accounting principles and methods applicable in the management of the Business Enterprises Program; ability to assist with the new vendor training program and provide training to existing vendors and substitute employees in such areas as menu planning, inventory control, record keeping and payroll. Ability to perform computer entry of financial and programmatic information with basic knowledge of such programs as Lotus 1-2-3 and WordPerfect; ability to access emergencies, equipment failures, customer complaints, etc., and take appropriate and expedient corrective action; this requires a basic knowledge of the electrical and plumbing requirements of food service equipment; ability to provide assistance with the application of adaptive equipment and techniques to the business environment; ability to secure food-safety certification as required by the Rhode Island Department of Health and maintain three-year recertification requirement in order to insure the proper supervision of facilities with food preparation; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a Junior College of recognized standing with specialization in Business Administration, Marketing, Accounting, Customer Relations, or other related course of study; and

Experience: Such as may have been gained through: employment in a supervisory capacity in a small business enterprise, such as: a grocery store, snack bar, sandwich shop or similar type business enterprise.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must be able to furnish a suitable surety bond if the Program's business activity should increase to a level that warrants such a safeguard..

Class Revised: June 7, 1998

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