

# Position Description

<b>Job Title:</b>	Business Enterprise Operator
<b>Working Hours:</b>	Hours and duration could vary dependent on candidate
<b>Work Location:</b>	Could vary dependent on candidate
<b>Salary:</b>	Median Income of over \$31,000 per year dependent on candidate
<b>Job Objective:</b>	As a licensed ( <i>by the State of Ohio</i> ) Business Enterprise Operator, maintains requirements of issued license, adheres to the rules of Ohio's Business Enterprise program, follows laws governing self-employment and the Business Enterprise Program, personally responsible for all plans, decisions, actions, etc. in operating their own vending and/or food service business in partnership with the State of Ohio's Business Enterprise Program
<b>Attitude of Responsibility</b>	Requires ambition and initiative to inject positive energy into a business properly defined by the operator's business plan; willingness to proactively plan, seek professional advice when needed, process feedback and criticism, support and be supported by the Ohio Vendors Representatives Committee and the Business Enterprise Program staff; assumes responsibility to know and follow all Business Enterprise Program rules, processes, and requirements; assumes significant accountability for risks and outcomes
<b>Ability to Plan</b>	Able to write a business plan outlining strategies for the business, what exactly will be done, target market, how to market and sell product, how much working capital is needed, how to track success, ensuring safe working conditions, and addressing emergency operations; documenting, organizing, and communicating daily business functions by role ( <i>even if performing multiple roles personally;</i> ) time management; funds management, tracking cash in and out, liabilities, assets, and reporting
<b>Ability to Maintain or Grow the Business</b>	Able to identify requirements for improvement and plan for unexpected costs; notices opportunities to meet customer needs and make improvements; collaborate with business partners; negotiates with suppliers; manages on a day-to-day basis; manages funds and resources well; open to experimenting with different and innovative ideas; capable of working in a sometimes stressful atmosphere; seeks solid relationship with customers and those bringing positive energy for business success through outreach and networking
<b>Skill to Lead</b>	Skill to recruit, interview, and hire competent and responsible staff; provide meaningful training, active supervision, accurate time records, performance evaluation, delegation; application of wage and labor laws; proper bookkeeping, payment of business taxes and personal income taxes; successful communicator able to relay vision, goals, and plans; effectively and consistently project company image; instills customer service skills to employees; leads by example; initiative to work with others, solve problems, and build business relationships; extraordinary leadership skills & ability to motivate a successful and committed team
<b>Knowledge of Product, Tools, and Customer Needs</b>	Retain training/mentoring and continually conduct research to develop knowledge of products, handling and storage requirements, inventory systems, trend analysis, and marketing tools; knowledge of machines, tools, and appliances for safe operation, cleaning, and general maintenance/inspection; knowledge of and ability to research/use assistive devices in the course of doing business (calculator, cash register, bill identifier, etc.); knowledge of accounting systems, personal computer*, submitting information/communication via email or online applications*; knowledge of how to address customer feedback; using a telephone with proper etiquette

Note: Operators need ability to lift 40 pounds and bend repetitively or plan how to address that need.

\*Asterisk denotes items that may be performed by an employee or contractor. There are many functions and tasks that may be performed by others, however, the task remains the responsibility of the Operator for completion and accuracy. This may require the Operator to develop an auditing component for such tasks.

For maximum earning potential, Operator may want to consider relocating to a city of greater availability for service locations; acceptance of facility attachments and more work hours.