



# THE LAGUNA CREAMERY INC.

Lot 11 Block 1, Westside Villagefront, Brentville  
Brgy. Mamplasan, Binan, Laguna, Philippines

## Instructions:

- 1) Please fill-up the form completely and avoid leaving blank items.
- 2) Search will commence once submitted to HR with complete requirements & data.
- 3) HR will contact the requesting party for any clarifications regarding the request.

*Note: Approval of the CEO & PRESIDENT and/or CFO is necessary for requisitions for new (unbudgeted) headcount/ position.*

## EMPLOYEE REQUISITION FORM (ERF)

### DETAILS OF REQUISITION

Date Requested:

Position/ Job Title:

Dept/ Org.:

#### Employment Status:

☒ Regular Employee ☐ Contractual/ Project Employee  
☐ Consultant ☐ OJT  
☐ Others:

#### Job Classification

☐ Executive ☐ Sr. Manager ☐ Manager/ Jr. Manager  
☒ Supervisor ☐ Entry Level

Reporting to:

Target Start Date:

### PURPOSE OF REQUISITION

☒ New requirement ☐ Replacement for resigned employee  
☐ Replacement for transferred employees ☐ Temporary requirement

Budget: ☒ Budgeted ☐ Unbudgeted (for approval)

Approved by:

Name & Signature

### JOB SPECIFICATIONS

#### Job Objective

These are the general responsibilities and descriptions of key tasks and their purpose, relationships with customers, coworkers, and others, and the results expected of incumbent employees.

- Manages day-to-day operations of 5 scooping stations
- Manages weekly inventory and ordering needed via SAP
- In-charge of petty cash needed by the store operations
- Handles customer complaints
- Sends daily sales reports in CB group chat
- Prepares monthly Finance store audits
- Implements the directions set by the Retail Head during the weekly alignment meeting

#### Work and professional experience required

- Experience in working as a supervisor of a restaurant

#### Ideal personality or behavioral competencies.

e.g. Can handle very stress full situations due to tight deadlines and other requirements of the business.



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## JOB SPECIFICATIONS

- Friendly, quick learner
- Can manage a team of 15

### Primary Responsibilities/ Duties

Identify tasks that comprise about 90 to 95 percent of the work done and listing tasks in order of the time consumed (or, sometimes, in order of importance) e.g. Perform Financial Analysis to support the business. Maximize shareholder value through optimal financing.

- Hiring and interviewing of scoopers - liasing with manpower agency
- Leads the store crew training
- Ordering of uniforms
- Weekly scheduling of shifts and manpower administrative work (i.e. approval of leaves, attendance, filing incident reports)
- Filing of work permits and assisting contractors during ocular and installation
- Filing of petty cash
- Filing of reimbursement receipts

What Skills or required certifications or licenses are needed?



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## JOB SPECIFICATIONS

e.g. CPA, MBA, MS. Finance but not required

- None

Educational Background required

At least high school graduate

Years of experience required

3-5 years

## REMARKS:

### REQUESTED BY (HIRING MANAGER):

NAME: Josine Vergel de Dios

SIGNATURE:

### ENDORSED BY (DEPARTMENT HEAD):

NAME: Bernice Tenchavez

SIGNATURE: