



KUU-US CRISIS LINE SOCIETY

250-723-2323

www.kuu-uscrisisline.com

Box 294, Port Alberni, BC, V9Y 7M7



KUU-US Café and Trading Post Manager

The successful candidate will be responsible for overseeing the functionality and management of KUU-US Café and Gifts in Port Alberni, BC. This position will commence as soon as possible.

Responsibilities

- Work closely with KUU-US Crisis Line Executive Director and Operations Manager
- Supervise, co-ordinate and schedule staff
- Maintain records of stock and inventories
- Monitor revenues and budgets
- Prepare daily cash reports
- Execute marketing strategies
- Evaluate daily operations
- Provide customer service and resolve problems that arise such as customer complaints or concerns
- Ensure health and safety regulations are implemented and followed
- Determines and maintains appropriate inventory levels based on weekly sales records

Preferred Qualifications

- Relevant post-secondary education and work experience
- Good communication skills, both written and oral
- Knowledge of record keeping and reporting
- Valid Food Safe Certificate
- Knowledge of POS sales system
- Proven ability to multi-task, plan and organize
- Understanding of First Nation History and Culture

Please apply by sending your cover letter and resume to Cindy McAnerin, Associate Director at KUU-US Crisis Line Society cindy@kuu-uscrisisline.com