JOB DESCRIPTION

Part-Time Manager

Position Title: Union Market Manager

Term of Office: May 1 to April 30

Supervisor: Food & Beverage Manager

Remuneration: Under Review

Hours of Work: Under Review

General Scope of Duties

The Union Market Manager is responsible for the overall management of the store. This includes but is not limited to staffing, marketing, profitability, inventory controls, and accounting procedures. Other duties may include adhering to MSU policies and procedures and chairing monthly meetings.

Major Duties and Responsibilities

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<tr>
<th>Category</th>
<th>Percent</th>
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| Supervisory Function          | 30%     | ▪ In conjunction with the MSU Food & Beverage Manager, hire, train, and discipline of staff of approximately ten to fifteen individuals. Personnel include Asst. Manager, and customer services representatives  
▪ Formulate a staffing policy regarding the number of employees needed to work on any given shift  
▪ Training of all positions begin in late August  
▪ Ensure adherence to MSU policy and procedures  
▪ Schedule shifts for all personnel  
▪ Set tasks for all shifts  
▪ Chair monthly staff meetings |
| Financial & Budgeting Function| 20%     | ▪ Preparation of an annual budget in conjunction with the MSU Food & Beverage Manager  
▪ Responsible for a bi-weekly payroll and sign-off on time sheets  
▪ Prepare a submission to the SRA for the annual budget and year plan (summer) and a year end report (March)  
▪ Ensure ordering is done on a timely basis  
▪ Budget management/signing authority for department in conjunction with the MSU Food & Beverage Manager  
▪ Preparation of purchase orders and standing orders  
▪ Update the policies and procedures manual throughout |
### Communications Function 25%
- Maintain close communication with the Accounting Department, MSU Food & Beverage Manager, General Manager and Executive Board to ensure efficient and profitable management of the Union Market.
- Develop a year plan (summer) and year end report for the SRA with MSU Food & Beverage Manager and Union Market Assistant Manager.
- Discipline staff as per MSU policy. All incidents which occur will be forwarded to the Business Manager.
- Develop and maintain contact with all departments and clubs within the MSU as well as with the residence representatives in order to develop a strong working relationship with our largest market.
- Develop and maintain systems of communication to ensure that all staff members are provided with the information they required to carry out their jobs and serve their customers in the best manner possible.
- Develop and maintain a positive working relationship with our suppliers in order to ensure effective advertising and support from our suppliers. This involves meeting with each supplier at least once a month, more frequently with certain representatives.
- Monthly staff meetings to communicate any concerns or information with staff. These sessions also work as brainstorming sessions as well as a chance for use to refresh some of our essential skills i.e. customer service.
- Liaise with University departments (i.e. Security, Physical Plant, etc).
- Attend monthly Part-Time Manager meetings.

### Advertising & Promotions Function 15%
- Work with suppliers to create weekly/monthly/once-in-a-lifetime sales in-store promotion.
- In conjunction with MSU Food & Beverage Manager and MSU Communications Director create and execute a marketing plan.
- Work with community members to promote the Union Market throughout the campus (i.e. Welcome Day, Clubsfest, Orientation, Athletics, etc).

### Other 10%
- Research and recommend new products and services that may be viable to the Union Market.
- Order products for the store (i.e. milk, grocery stock, etc).
- Provide transition for incoming Manager.
- Responsible for dealing with other routine and non-routine duties that come into play in the daily operation of the department. This includes preparing daily cash.
reports as per day worked
  ▪ Fill in for any staff member who cannot work and for whom a replacement cannot be found

**Knowledge, Skills and Abilities**

- Previous management/supervisory experience in a retail environment an asset
- Must have organizational skills
- Must be able to train and discipline staff according to MSU policy
- Knowledge of basic accounting and inventory control principles required to perform financial duties
- Knowledge of basic business procedures/principles including human resources, marketing, management, and finance
- Experience in computerized ordering and inventory control procedures an asset
- Training and experience with cash procedures, preferably in a computerized atmosphere

**Effort & Responsibility**

- Responsible for all day-to-day operations and long term planning in conjunction with the Food & Beverage Manager, General Manager and Executive Board
- Ability to make decisions quickly
- Responsibility to administer an annual budget of approximately $700,000

**Working Conditions**

- Customer service environment
- Frequent work in the evenings or on weekends. Often required to come in early in the morning or stay late at night to ensure that the store is clean, tidy, and ready for business
- Frequent lifting including heavy objects, while stocking shelves or putting away deliveries
- Time demands may exceed stated hours of work

**Equipment**

- Must be able to operate a computerized POS system and a personal computer
- Calculator