



Beavertails Manager

Main Functions:

Working at Beavertails – Tobermory, the manager would be responsible for supply management, customer service, overseeing employees, food preparation and maintaining a sanitary food preparation area.

Reports to:

General Manager – Ashley Miller

Job Duties:

The Beavertails Manager will perform some or all of the following duties:

- Ordering & maintaining a reasonable supply of inventory items.
- Greet customers and discuss type, quality and quantity of merchandise or services sought for purchase.
- Prepare food for purchase.
- Prepare sales and accept payment.
- Maintaining a clean, sanitary food preparation area.
- Restocking of supplies.
- Delegating tasks to Beavertails Associates.

Skills Requirements:

Experience is an asset, as are the following specific skills:

- Cash register operation

Essential Skill Requirements:

- Exceptional Customer Service
- Knowledge of supply management and ordering of stock
- Knowledge of concession and food/beverage equipment (set up, operation, cleaning)
- Superior Oral Communication to effectively deal with customers and staff
- Ability to work with minimal supervision
- Continuous learning
- Ability to locate and find needed information without direct supervision
- Ability to work with others
- Punctual, meticulous and reliable
- Strong leadership and interpersonal skills
- Knowledge of the Tobermory area to answer questions from patrons

Working Conditions:

- Workweeks are 5 or 6 days, Monday – Sunday, 6-12 hours per day, no shifts beginning before 9 am or finishing later than 10pm.
- The Beavertails Manager is entitled to a ½ hour paid lunch and two 15 minute coffee breaks paid time – but the time these are taken should be flexible
- The Beavertails Manager is frequently exposed to noise and a regular flow of people
- The Beavertails Manager may have the opportunity to work overtime, with paid compensation
- Air conditioning must be set at 18°C from June 16-September 4 unless otherwise instructed. For dates outside of this, you will be instructed otherwise.
- Must wear proper Blue Heron Company approved uniform for Beavertails, no exceptions. Please see handbook for details.
- If there is music playing, it must be the music provided by Blue Heron. It must be played low so as not to distract or interfere from customer conversations.

Agreed & Accepted By: _____ (Name Please Print)

_____ (Signature)

Date: _____