

July 21th, 2023

**ADMINISTRATION OFFICE
DEPARTMENTS:**
Administration, Finance,
Capital Projects, Public Works,
Ontario Works,
Family Resources,
Economic Development,
Lands, Membership



ADMINISTRATION OFFICE:

2 Village Road
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**SHAWANAGA FIRST NATION
JOB POSTING**

Shawanaga Gas & Variety Store Manager

7 Grandfather
Teachings:

Humility –
*Dbaadendziwin: To
be humble about your
accomplishments is
to be strong*

Bravery -
*Aakwa'ode'ewin: Let
nothing stand in the
way of doing the
right thing*

Honesty –
*Gwekwaadziwin:
Better to fail with
honesty than
succeed by fraud*

Wisdom –
*Nbweakaawin: With
hard work and
dedication, will
come knowledge*

Truth – *Debwewin: It
is always easiest to
speak the truth*

Respect –
*Mnaadendimowin:
Give it, earn it, and
receive it*

Love – *Zaagidwin: It
is important to care
for one another*

Purpose of the Position

The purpose of this position is to oversee the efficient management and profitability of the Shawanaga Gas and Variety Store.

Position Summary

The Store Manager is responsible for the day-to-day operations and profitability of the Gas and Variety Store according to established goals and business objectives of making a positive contribution to the Shawanaga First Nation community. Day-to-day operations include staff scheduling and supervision, customer satisfaction, product quality assurance, inventory management, store maintenance and financial, health and safety compliance. This position is responsible for ensuring effective and efficient services are delivered to customers. He/she works with the Band Manager, submits financial reports to the Band Manager and works to ensure the organization's goals and objectives are met. He/she is responsible to ensure communication and follow-up of Chief and Council decisions. This position is tasked with increasing sales, implementing improvements, ensuring modern management and operational systems are used within the store, and building professional and positive brand management of Shawanaga First Nation.

Major Duties

1. Planning

- Plan, direct and evaluate the operations of the store and gas station.
- Plan and coordinate the development and implementation of changes
- Ensure Staffing schedules, timesheets, summary sheets are submitted

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2. Financial Management

- Audit requirements
- Work closely and in a timely manner with Finance Department
- Ensure all paperwork is in order for deposits and given to finance daily
- All reports to be submitted in a timely manner

3. Management

- Ensure annual performance appraisals are performed for all staff
- Establish annual measurable performance goals for all staff
- Monitor staff performance and coach to improve performance as necessary
- Take disciplinary action, if necessary, as per Shawanaga First Nation's Personnel Policies
- Review and submit payroll report bi-weekly
- Provide or cause to be provided, training and development, commensurate with the qualifications and needs of staff
- Manage in such a manner as to encourage staff participation in inventory planning, brand enhancement and efficient operations
- Delegate responsibilities to other staff consistent with their capability
- Communicate concerns and/or suggestions of staff to the Chief Administrative Officer for action and/or resolution

4. Inventory Management

- Maintain adequate and appropriate stock through efficient inventory management
- Ensure an efficient process is in place for verifying deliveries and invoices
- Ensure shelves are appropriately stocked and items are well presented with correct pricing
- Coordinate delivery services
- Implement price and credit policies
- Take product inventory monthly; take gas readings as per seasonal guidelines

5. Cash Management

- Ensure that the full capabilities of the system are being utilized to maintain proper cash handling, pricing, and reporting
- Ensure staff are properly trained on the cash and lottery sales systems
- Ensure the Cash Control Policy and Procedures are in place
- Pay invoices in a timely manner and deposits are taken

6. Store Maintenance

- Implement cleanliness standards to ensure the store is maintained in an inviting, professional and clutter-free manner, including interior and exterior
- Ensure professional and high-quality signage that meets safety guidelines, inside and outside

7. Health and Safety Management

- Ensure there is a Health and Safety Policy in place that meets required legislation standards
- Ensure adequate alarm and surveillance systems are in place and maintained
- Ensure staff are knowledgeable and comply with fuel handling safety requirements

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- Ensure there is a Robbery Prevention Policy in place and maintained

8. Relationship Management

- Maintain a good working relationship with customers, suppliers, community members, Band Manager and Chief and Council for the benefit of the community
- Ensure customer service standards are practiced at all times
- Ensure there is a customer complaint process that is followed and that complaints are resolved in a timely and satisfactory manner
- Manage privacy and confidential information as per Shawanaga First Nation’s Personnel Policy

Position Requirements

Education and Work Experience Requirement

- High School diploma
- Minimum of 5 years work experience in a management position
- Gas Station Experience is an asset
- Experience with POS system, fuel handling, and invoicing

Skills and Attributes Required

- Initiative, good judgement, and a high degree of interpersonal skills
- Demonstrated leadership skills
- Excellent administrative and organizational skills
- Sound knowledge of financial management
- Excellent oral and written communication skills
- Good judgement and problem-solving skills
- Accountable, Reliable, Bondable
- Experience working with Council and Committees
- Excellent computer skills in Microsoft Word, Excel, Power point, etc.

Shawanaga First Nation Band Members and persons of aboriginal descent are encouraged to apply. Please submit a cover letter, resume, and three (3) recent work-related reference letters with the current contact information by 4:00 pm August 4th, via fax, email, or in person to:

**Courtney Mullen
 HR Administrator
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