

THE CORPORATION OF THE TOWN OF COCHRANE

JOB DESCRIPTION

Job Title: Store, Restaurant and Heritage Village Supervisor

Department: Polar Bear Habitat

Hours of Work: This is a one year contract position. There will be mostly daytime work with some evening/weekend hours. This position is required to work every third weekend as acting Manager.

Salary: As per PBH approved budget.

Immediate Supervisor: Polar Bear Habitat Manager

Job Summary: The Store, Restaurant and Heritage Village Supervisor will be responsible for running the Polar Bear Habitat Bear Store, the online store, the seasonally open restaurant, handling purchasing and receiving, and acts as a direct supervisor to summer students who work in the store, restaurant and Heritage Village.

Special Consideration:

Position demands the ability to interact effectively with agencies, suppliers and the public, including but not limited to media, government, foundations and the Polar Bear Habitat committee and/or Boards.

Essential Duties and Responsibilities:

- Buying and selling of store stock
- Store displays
- Store inventory (incorporating new POS system)
- Operation of Cash and Daily Sales Reports
- Store Budget with PBH Manager
- Online Store product coordination, posting, inventory and stocking
- Purchase Orders for all PBH Supplies including pool chemicals, heating fuels, tools, maintenance supplies, etc.
- Assigning proper budgetary categories to P.O.'s and supplier/contractor bills.
- Coordination of suppliers and/or contractors.
- Supervision of part time staff for store and/or restaurant
- Execution of emergency protocols if/when necessary.
- Fill-in Manager on weekends and when Manager is away.
- Administrative duties such as invoicing, correspondence, communications, meeting scheduling, staff scheduling, attendance and input at staff meetings, etc.
- Equipment maintenance (back-up to Maintenance position).
- Coordination of displays and items in Heritage Village and Snowmobile Museum.

- Coordination of museum/heritage village loan and/or asset agreements.
- Follows the priorities established through Town Council and the PBH Manager and implements policies and procedures derived from the Strategic Plan and similar directives.
- Janitorial duties, occasional lifting.
- Knowledge of – or desire to learn about Polar Bears, Global Warming and Polar Bear Conservation.

Qualifications and Skills:

- Must have a valid class “G” Driver’s License
- Training in WHMIS, First Aid, CPR or related courses is an asset.
- Ability to communicate in both French and English.
- Personal suitability and satisfactory physical condition.
- Retail/store management experience essential.
- Park and/or tourist attraction supervisory experience an asset.
- Museum and/or curatorial experience an asset.
- Computer skills; Word, Excel, Outlook
- Ability to be flexible, work independently and in a team environment.
- Willing to work weekends and some evenings.
- Ability to perform light manual labour, including bending, stooping, reaching and lifting.
- Ability to establish and maintain cooperative relationships with other staff and project participants.