

Creever Trading Post Store Manager

Position Status: Full-Time

Location: Blueberry River First Nations

Reports to: Band Manager/Chief

About Blueberry River First Nations:

BRFN is a First Nations band that aims high for success and inspires all individuals to succeed. At Blueberry, we seek to improve our community and to ensure that we are progressing positively. Our core values are based on a genuine belief that all individuals have the ability to prosper and are the drivers of their own success. We aim to support lifelong learning for the people we serve through programming as well as our employees.

Purpose of the Position

The purpose of this position is to oversee the efficient management and profitability of the Blueberry River Gas and Convenience Store.

Position Summary

The Store Manager is responsible for the day-to-day operations and profitability of the Gas and Convenience Store according to established goals and business objectives of making a positive contribution to the Blueberry River 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 Blueberry River First Nation.

Duties & Responsibilities

- Implement cleanliness standards to ensure the store is maintained in an inviting, professional and clutter-free manner, including interior and exterior
- 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
- Maintain adequate and appropriate stock through efficient inventory management
- Monitor the quality of food and ensure refunds are received for all items that do not meet the required quality
- 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
- Record and track prices in an accessible place for staff
- Coordinate delivery services
- Implement price and credit policies

- Take product inventory monthly; take gas readings as per seasonal guidelines
- 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 sales systems
- Ensure the Cash Control Policy and Procedures are in place
- Pay invoices in a timely manner
- Plan, direct and evaluate the operations of the store and gas station.
- Plan and coordinate the development and implementation of appropriate changes where necessary.
- Ensure Staffing schedules, timesheets, summary sheets are submitted in a timely manner
- 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
- Hire, train, and schedule staff as per Blueberry River First Nation's Human Resources Policies
- Monitor staff performance and coach to improve performance as necessary
- Take disciplinary action, if necessary, as per Blueberry River First Nation's Human Resources Policies
- Review and submit payroll report bi-weekly
- Ensure adequate alarm and surveillance systems are in place and maintained
- Ensure staff are knowledgeable and comply with fuel handling safety requirements
- Other duties as required;

Position Qualifications

- Previous experience in retail management is an asset;
- Initiative, good judgement, and a high degree of interpersonal 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
- Adequate computer skills in Microsoft Word, Excel, Power point, etc.
- Weekend work is a requirement of this position;
- A clean criminal record
- Valid, clean class 5 driver's license required

If you are interested in the position, please send your application to hr@blueberryfn.ca by Friday, September 29th, 2023.