

Contract Posting: Bar Manager

The Carleton University Graduate Students' Association (GSA Carleton Inc.) is currently seeking a Bar manager, starting in July 2019. The Bar Manager reports to the GSA Executive Committee and is responsible for all operations of Mike's Place Pub.

Duration and Hours

Full-time position; start date as soon as possible (depending upon availability of successful applicant).

Salary

Between \$40,000 and \$46,000 plus benefits to start, based on experience.

Job Duties:

1. Responsible for overseeing the operations of Mike's Place, including:
 - a) Human resource matters as per the collective agreement, including day-to-day supervision of employees, training, arranging staff meetings, and any required evaluation or discipline;
 - b) Hiring of Mike's Place employees
 - c) Scheduling of Mike's Place employees;
 - d) Day-to-day financial and administrative tasks including sales reports, controls, and recordkeeping;
 - e) The monitoring of space and equipment, controls to prevent loss and damage, as well as the acquisition and replacement of equipment;
 - f) Ensuring that Liquor Control Act regulations, Criminal Code laws, Health and Safety standards, Carleton University rules and regulations, City of Ottawa by-laws, and any other applicable rules and regulations are adhered to at all times;
 - g) Daily and monthly inventory counts as well as the review of inventory control mechanisms and procedures;
 - h) Ordering products, undertaking an ongoing review of products, as well as co-coordinating any expansion or change in suppliers;
 - i) Monitoring the Mike's Place clientele to identify and implement any feasible food, beverage or entertainment/programming services or improve efficiencies in consultation with the GSA Executive Committee, the GSA Executive Director, and the GSA Carleton Inc. Board of Directors;
 - j) Applying the GSA's philosophy of always ensuring customer satisfaction while providing a mix of quality products and services at a reasonable price.

2. Provide leadership and management of the GSA's operations in conjunction with the GSA Executive Committee particularly:
 - a) Providing regular financial analyses, projections, and reports, including but not limited to: monthly reviews of financial statements, analysis of the actual operating results compared to the budget, identifying problems and opportunities, and recommending courses of action for review and feedback by the Executive Coordinator and the VP-Finance;
 - b) Providing assistance with financial oversight of the GSA operations including payroll, purchasing, accounts payable and receivable, and assistance with the annual audit;
 - c) Setting, demonstrating, and monitoring employee performance to high standards;
 - d) Developing and implementing on-going business plans;
 - e) Marketing, promotion, and coordination of special events to serve the graduate student community;
 - f) Assisting with the development of the annual operating budget, within the parameters established by the GSA VP-Finance;
 - g) Other related duties as assigned by the Executive Committee and the Executive Director.

Qualifications:

- Excellent interpersonal skills and commitment to working in a team environment.
- Experience in the food / beverage / entertainment and hospitality sector, notably in the food and alcohol beverage industry.
- Demonstrated expertise in food, beverage, and entertainment operations.
- Strong organizational, leadership and communications skills.
- Demonstrated financial, budget management, and reporting skills.
- Post-secondary diploma or equivalent work experience,
- Demonstrated strong initiative, generation of ideas, development and implementation of proposals for improved services, programming, efficiencies, and revenue generation.
- Demonstrated commitment and initiative in providing a high standard of customer service.
- Experience with computer word processors, spreadsheet and database systems, and Point of Sales systems required.
- Proven ability to work independently.
- Knowledge of the Carleton University Graduate Students' Association and its mission.
- Experience and knowledge of the student movement in Canada and the functioning of a students' union an asset.
- Demonstrated conflict resolution skills an asset.
- Experience managing in a unionized environment an asset.

Deadline: 4 pm on July 25th, 2019

Submit Resume with a Cover Letter by email to jobs@gsacarleton.ca or physically at 600 UC, Carleton University