

Fort McMurray 468 First Nation is seeking an Artisan Shop/Café Manager who will support the daily operations of the artisan shop/café. This includes in-person and telephone orders, inventory management, sourcing from local artisans for the shop, and ensuring a welcoming and respectful environment for all community members accessing the shop/café.

RESPONSIBILITIES:

- Excellent, community-minded customer service
- Display and distribution of food and artisan items to customers
- Sourcing/managing inventory of items from local artisans to sell in the café
- Assist kitchen staff to ensure proper product quality through proper sorting techniques. Check the condition of the packaging and the best-before dates of products.
- Maintain accurate inventory records and assist with stock rotation
- Ensure cleanliness and organization of the café in a presentable manner
- Assist kitchen staff with unloading, and storing food deliveries
- Uphold confidentiality and respect for all staff and customers
- Participate in community events or outreach as needed
- Perform other related duties as may be required and assigned

REQUIREMENTS:

- Previous experience in customer service is an asset
- Provide own transportation to and from the work location
- Strong organizational and communication skills
- Ability to move, lift, carry, pull, push, and place items up to 50lbs
- Ability to handle prolonged standing, walking, lifting, squatting, and bending
- Demonstrated respect for confidentiality, cultural sensitivity, and community values
- Must be dependable, self-motivated, and work well in a team

WHY APPLY?

In addition to your Salary/Hourly earnings, we also offer the following after 3 months:

- Our commitment to accountability, respect for one another, and hard work.
- A benefits package with Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance with half-day Fridays
- Employee and Family Assistance Program
- We care a lot about your future, and we offer a defined contribution Registered Pension Plan
- An opportunity to work for a harmonious community with a rich culture that builds its economic and social success

HOW TO APPLY:

Please submit your resume to hr@fmfngroup.com . FMFN#468 would like to thank all applicants at this time; however, only candidates selected for interviews will be contacted.