



Job Posting

McLeod Lake Indian Band Tse'khene Food & Fuel Ltd.

Store Manager

The Tse'khene Food & Fuel Store is a gas station, convenience store, restaurant and hotel located on McLeod Lake Indian Band reserve. The Tse'khene Food & Fuel Store Manager is responsible for managing, operating, and promoting Tse'khene Food & Fuel on-reserve gas bar and convenience. The store has a small restaurant, store, gas station and motel.

The Store Manager is responsible for;

- Day to day operations,
- Ordering supplies,
- Scheduling staff,
- Training and supervising employees,
- Business presentation and promotion,
- Controlling expenses,
- Catering management and scheduling,
- Cash management,
- Manage the point-of-sale and pump systems,
- Daily reporting and report writing,
- Employee relations,
- Customer relations,
- Supporting front end operations,
- Ensure the efficient daily operations of the facility.

Due to the strict reporting requirements for sellers of tax-free fuel and tobacco products, he/she will be responsible to ensure all reporting requirements are fulfilled. The Store Manager will report to the Community Economic Development Director or designate.

The ideal candidate will:

- Work well under pressure and solve problems effectively,
- Lead a team to reach goals,
- Make informed decisions and be solutions orientated,
- Communicate well both verbally and in writing,
- Organize all aspects of managing a store,
- Provide reports to management,
- Be flexible and possess cultural awareness,
- Collaborate with staff and MLIB departments,
- Possess a Business Administration Certificate or equivalent knowledge and experience combined.

Must have:

Class 5 driver's license and be bondable

Please submit resume to:

Human Resources hrdept@mlib.ca

Closing Date: January 20 , 2021 4pm.