



JOB DESCRIPTION – Little Shuswap Lake Gas Manager (Full-time, permanent)

The Organization:

Whether you are travelling through on vacation or planning to stay with us awhile, we know you will agree that truly we have the “Land of the Great Spirit.” From the snow-capped mountains to the panoramic view of the Shuswap Lake, these natural scenic wonders will leave you breathless and yearning to return once more.

Little Shuswap Lake Gas is located near Chase, BC, on Squilax – Anglemont. It is a bustling centre of tourists during the seasonal months and provides services to the Little Shuswap Lake community members who reside there. The Gas Station is owned by the Little Shuswap Lake Band.

We are looking for an enthusiastic and determined General Manager to lead the Little Shuswap Lake Gas station. If you are interested in a rewarding, fast paced career, then we want to hear from you.

The Opportunity: A Day in the life of the Little Shuswap Lake Gas Manager

Under the direction of the Executive Director of Economic Development of Little Shuswap Lake Band, the Gas Station General Manager be responsible for overseeing the operations and profitability of Little Shuswap Lake Gas. The Operations Manager will be responsible for all Staff Management; Inventory Management & Product Quality Assurance; OH&S; Human Resources; Cash Control; Security and Customer Satisfaction.

You will:

- Establish and maintain all organizational goals, performance objectives and guidelines that are based on store and corporate policies.
- Collaboratively establish, maintain and continuously review best practices based on store Policy.
- Oversee all gas bar, convenience store, and food service operations, based on the goals, objectives and standards of the organization.
- Ensure production demands and standard for food quality and service, balancing time efficiency and cost management.
- Oversee, assist and supervise all store employees in planning and performance to achieve all goals and objectives.
- Provide a model of supportive leadership promoting the concepts of teambuilding and empowerment.
- Accepts primary responsibility in the preparation of all annual budgets.
- Forecasts, schedules and monitors all labour and other controllable expenditures within the budget.
- Scrutinizes the operating statements to ensure efficient operations and to initiate immediate remedial action where necessary.
- Accepts direct responsibility for overall gross margins, sales ratios and all operating costs including labour.



- Implements and maintains effective inventory control methods for all inventory, with emphasis on Food, Fuel and Tobacco.
- Determines when to make order adjustments because of low stock level or excessive inventory.
- Provides guidance and assistance for ordering, deliveries, backroom storage, etc.
- Supervises the front end to reduce inventory shortages.
- Determines that all products are properly stocked and displayed, and items meet required quality.
- Ensure that all health/safety, sanitation and security regulations are adhered to, and required standards are met for staff as well as gas bar and food service areas.
- Instructs employees to properly use all store and kitchen equipment, and train or delegate training where appropriate.
- Ensures that the food service area is clean and orderly at all times.
- Educate, train and monitor employees on delivering excellent service attributes.
- Greet and assist customers in a way that models exemplary conduct to all staff.
- Ensures all customer complaints are addressed and handled professionally.
- Observes staff to ensure that personnel are courteous to customers.
- Provide other duties as required

Requirements: What you bring to the organization:

- High School Diploma or equivalent education level is required
- Preference will be given to a university degree or college diploma in related field; or 5 or more years of related retail sales experience at increasing levels of responsibility
- Hold a valid WHMIS, TDG, and LPG Certifications, a valid Food Safe Level 2 Certificate and a valid Driver's License, or be willing and able to obtain all of these
- Clear Criminal Record Check

Our "Must Haves" that make you great:

- Exceptional customer service skills with a talent for building customer loyalty, strong leadership and organizational skills and effective communication skills
- Able to do stand and walk for extended periods of time and do some heavy lifting.
- Passionate, energetic, and love a fast-paced, highly collaborative environment.
- Ability to multitask and prioritize work.

What we will provide:

- Full Time - Permanent Role
- Growth opportunities
- Competitive compensation

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email: gbowering@lslb.ca

Fax: 250.679.3220



In person: LSLB office
1886 Little Shuswap Lake Road
Chase, BC V0E 1M2

Or click the link to directly apply:

<https://lslb.bamboohr.com/jobs/view.php?id=33&source=aWQ9Nw%3D%3D>

While we thank you for your interest in Little Shuswap Lake Gas, we will only be contacting the short-listed candidates. **The deadline for applications for this position is July 23rd, 2021.**

***NOTE:** Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.*