



EMPLOYMENT OPPORTUNITY

UWSA index Retail Staff

Part-time position to start July 25, 2018

Starting salary is \$14.71 per hour – Must be available to work 5-12 hours per week
This position is unionized with Manitoba Government and General Employee's Union

The Retail Staff take direction from the Retail Manager (who acts as day-to-day management on behalf of the General Manager, Board of Directors, and Executives), through:

- Acting as an ambassador for the UWSA;
- Performing clerical/administrative work such as typing, filing, printing, photocopying and answering phone calls;
- Creating student consignment contracts and selling consigned books;
- Handling and balancing cash;
- Preparing and serving various menu items by following prescribed recipes and preparation techniques for beverages such as espresso, lattes, and cappuccinos;
- Maintaining inventories by replenishing coffee and espresso bean supplies, stocking coffee brewing equipment, and maintaining supplies and equipment;
- Keeping equipment operational by following correct operating instructions, troubleshooting breakdowns, performing preventive maintenance and cleaning, and calling for repairs;
- Maintaining a safe and healthy work environment by following organization standards and sanitation regulations;
- Maintaining and improving the appearance of the store and coffee bar.

Preferred Qualifications:

- Basic computer and clerical skills
- Customer service/relations experience
- Experience with point-of-sale systems
- Experience with handling cash and debit machine transactions
- Good communication and interpersonal skills
- Ability to work independently
- Organization and time management skills
- Enthusiasm for coffee and espresso
- Barista experience is an asset

Please submit applications with attached resumé to the UWSA General Manager, Karolya Vargscarr at the UWSA General Office or generalmanager@theuwsa.ca.

The UWSA is an equal opportunity employer and an accessible work environment.
Accessibility accommodations will be made throughout the interview process and upon hiring.

DEADLINE FOR APPLICATIONS IS JULY 13, 2018