



RETAIL EMPLOYMENT OPPORTUNITY

Index Used Bookstore + Coffee Shop

PART-TIME POSITION BEGINNING October 22, 2018

WAGE \$14.80 PER HOUR

This position is unionized with the Manitoba Government Employees' Union Local 433

Responsibilities/Duties

- Provide excellent customer service to students who are consigning or purchasing books
- Assist the Retail Manager in promoting the store on campus
- Provide the Retail Manager with suggestions on how to improve the store's daily operations
- Handle transactions with cash, debit/credit, and operate a cash register
- Sell merchandise such as lab manuals, lab goggles, etc.
- Take drink orders and receive payment from customers
- Prepare and serve beverages such as coffee and espresso based drinks
- Replenish condiments and other supplies
- Clean, stock, and restock café service area
- Clean and maintain espresso machine and preparation area
- Limited food preparation duties
- Receive, unpack and store supplies in refrigerators, cupboards and other storage areas
- Maintain sanitation, health, and safety standards in work areas
- Assist customers with printing documents
- Other duties as directed from time to time

Preferred Qualifications

- Retail experience
- Barista experience
- Experience with operating cash registers and handling money
- Enthusiasm for the taste and quality of coffee and espresso
- Good oral communication skills and positive attitude
- Ability to troubleshoot when problems arise and think independently
- Experience working with computers, printers, and copiers
- Reliability and flexibility: able to work between 7:30 am and 6:30 pm Monday - Thursday, 7:30 - 4:30 pm Friday all year-round

Apply online: <http://theuwsa.ca/opportunities/job-application-form>

This posting is available in alternate formats upon request

Internal applicants will be given priority

BIPOC applicants will be given priority

DEADLINE FOR APPLICATIONS IS October 18th 2018 at 4:00 PM