

## **Markerville Creamery Operations Co-Manager**



Stephan G. Stephansson Icelandic Society is hiring! We are looking for an Operations Co-Manager. This successful candidate should have a genuine interest in Alberta history and ideally have the following qualifications.

- Non-profit or volunteer leadership experience: Fundraising planning, securing financial support via grant applications, creating events for donors, and running other events to ensure the organization meets its annual goals.
- Café/Gift Shop and Customer Service Experience: ability to menu plan and present, project supply needs and order supplies, balance till and prepare deposits, receive, and reconcile associated café paperwork.
- Staff management: ability to recruit, hire and train, oversee the seasonal summer staff. including preparation of work schedules, ability to supervise, and review staff and volunteers.
- Intermediate computer skills including business administration skills would be an asset. As well as the ability to be highly organized and prepared to interface via email and in person with Board Members, Admin Staff, Vendors and Community Members. A working knowledge of Microsoft Office Suite and email platforms necessary.

### **Additional Assets:**

- \*Experience teaching and leading children
- \*Food service experience including Alberta's Food Safe Certification
- \*First Aid Training
- \*Pass Criminal Records Check

### **Hours:**

This Candidate will need to be available for summer hours (May-August): full time 7.5-hour days including weekends on site at the Markerville Creamery Café and Museum. Winter hours commence after Sept 15 when Café closes. Winter hours have significantly less weekend work and greater flexibility yet maintaining at or near full time hours. Candidate should know that this is primarily daytime hours, however there is a monthly evening Board meeting as well as evening events throughout the year. Candidate will have flexibility to work from home over winter but will have events and meeting requirements in Markerville.

### **Remuneration:**

This position will be highly mentored by the existing Operations Manager and resources from the Board. The successful candidate's remuneration will be dependent on experience starting at \$20.00-22.00/hour.

Please forward your resume to [sgsispersonnel@gmail.com](mailto:sgsispersonnel@gmail.com)