



# Employment Opportunity

## IQ'S Assistant Manager

### Position

Are you looking for an opportunity that's more than just a job? Come and work with one of the most vibrant and successful Student Unions in Canada! The University of Manitoba Students' Union mission is to enhance the student experience. We are seeking an experienced and motivated individual to fill the position of fulltime Assistant Manager of IQ's Cafe and Billiards located on the 3rd floor of UMSU University Centre. This individual will be responsible for the day-to-day management of the 8000 sq. ft. newly renovated operations.

***A resume must be accompanied by a cover letter to be considered. Only Candidates chosen for an interview will be contacted.***

### Responsibilities

**Position reports to: The Hub/IQ's Manager**

- employee recruitment & selection
- employee training and direction
- staff scheduling, supervision and discipline
- ensure cleanliness and maintenance of food service and billiards areas
- promote an environment conducive to high quality customer service and positive respectful employee relationships
- implement promotional activities
- implement policies and procedures
- plan and execute billiard tournaments and league play
- perform all other duties as assigned

### Qualifications

- minimum of two years experience in a bar, cafe and/or billiards setting
- post-secondary education and/or experience in merchandising and/or business management
- knowledge of public health and sanitation regulations
- excellent verbal and written communication, interpersonal and problem-solving skills
- exceptional customer service skills in order to build customer loyalty
- strong organizational abilities - able to manage priorities
- excel in a fast-paced environment
- knowledge of POS systems is an asset
- must be available to work flexible shifts including early mornings, evenings and weekends if required
- basic bookkeeping/budgeting skills would be a definite asset, as would Cafe operations and Barista experience

### Salary

**Commensurate with Experience** Fulltime

**Full Benefits  
Package**

***Interested applicants should forward their cover letter & resume to:***

Brandon Whyte  
University of Manitoba Students' Union Room 101 University Centre  
University of Manitoba Winnipeg, MB R3T 2N2  
Fax: (204) 269-1299 E-mail: [umsu@umsu.ca](mailto:umsu@umsu.ca)

***To request a copy of the Position Description, contact [UMSU@UMSU.ca](mailto:UMSU@UMSU.ca)***

**Application Deadline: March 23, 2018 4:30 p.m.**

*For more information about the University of Manitoba Students' Union, please visit our website at [www.umsu.ca](http://www.umsu.ca)*

**The University of Manitoba Students' Union is an equal opportunity employer.**