

UNIVERSITY OF MANITOBA STUDENTS' UNION

University of Manitoba Students' Union (UMSU) is a non-profit organization which advocates on behalf of its memberships' best interests to internal and external stakeholders. Our primary objectives are to serve students and strive to enhance student life and the quality of education through consultation, representation and advocacy.

The Hub Social Club Manager

The Manager of The Hub Social Club is responsible for overall operations for the establishment. The Manager will be involved with all staff hiring, training, direction and development. They will ensure that The Hub Social Clubs' exceptional customer service standards are upheld. The Hub Manager will ensure that the business is kept clean and sanitary adhering to all Health code regulations. The Manager will execute inventory stock taking and employee labour control. The Manager will strive to optimize profit and create the best dining and party experience possible for customers. This position reports directly to the General Manager of UMSU.

Skills and Qualifications

- Post-secondary education in Hospitality or Business an asset
- Minimum 3 years hospitality Management experience
- Hiring, supervision, direction, coaching and discipline of facility staff and adhering to UMSU policies
- Must be able to work flexible hours including weekends and evenings if required
- Marketing, promotions and Social Media planning and implementation
- Ensuring training and use of the POS system, and all order taking/cash handling procedures are being adhered to by the serving staff.
- Communicating with student and faculty groups about their events. Making sure that the group has all the information and tools necessary to ensure a successful event
- Various daily and weekly tasks Including, but not limited to; Scheduling, beer and liquor orders, paper product stock, service station stock, all stock receiving & storage, inventory printing daily sales reports, meeting with potential new vendors and completing daily and weekly deposits.

UMSU promotes Employment Equity and is strongly committed to building a skilled and diverse workforce reflective of Canadian society. Therefore, we promote employment equity and encourage candidates to voluntarily self-identify on their application if they are members of the underrepresented group (woman, Indigenous person, a person with a disability or a visible minority).

We offer competitive benefits package and pension plan. We wish to thank all applicants in advance for their interest; however, only those applicants considered will be contacted for an interview. Please provide a cover letter, resume, and three (3) professional references and identify how you meet the desired qualifications listed by **Monday January 27, 2020** to: The Human Resource Department, 101 UMSU University Centre, Winnipeg, Manitoba, R3T 2N2, or email to: hr@umsu.ca

The job postings can also be found at www.UMSU.ca