

Detailed Job Posting: *Diabolos' Coffee Bar Co-Managers*

Description of Position

(From Council Policies on Diabolos' Coffee Bar)

1. The Coffee-Bar Manager(s) is/are responsible for the day-to-day operations of the Coffee-Bar. The Coffee-Bar Manager(s) is/are selected according to the Policy on Hiring.
2. The Coffee-Bar Manager(s) must adhere to the statutes outlined in the Employment Agreement, and additionally, must:
 - a. Hire, train, schedule, and supervise Coffee-Bar Staff Members in a fair and equitable manner.
 - b. Set the prices of goods to ensure that they are as affordable as possible given the non-profit nature of the Coffee Bar.
 - c. Order appropriate supplies and stock.
 - d. Ensure all accounting practices comply with the Canadian Generally Accepted Accounting Principles.
 - e. Maintain complete and accurate financial records as outlined in the Financial Handbook. Ensure monthly financial statements are completed by the end of the following month and are available in the Coffee Bar/Executive office at all times. These records must be submitted to the Finance Commissioner within five school days of request.
 - f. Consider and approve temporary changes to regular hours of operation.
 - g. Wherever financially possible, ensure the Coffee Bar's availability to UC student groups outside of regular operating hours. This is subject to the management's receiving one week's notice of the event. Wherever financially possible, the student group must pay the wages of the employee working the event.
 - h. Promote and advertise the Coffee-Bar when necessary.
 - i. Address employment grievances using policies outlined in the Staff Handbook.
 - j. Inform the Coffee-Bar Board of any dismissals.
 - k. Prepare a Redbook and participate in the training of successor(s). All Coffee Bar files, keys, contact information, and signing authority on bank and tax accounts should be given to the succeeding managers no later than June 1st, unless otherwise agreed upon by the Coffee Bar Board.
 - l. Ensure the Coffee Bar operates in compliance with City of Toronto Health and Safety Regulations.
 - m. Present reports to Council at least twice per year or when prompted by Council.
 - n. Ensure all staff members comply with the statutes outlined in the Staff Handbook and any employment agreements or contracts.

Experience & Qualifications

- Commitment to the UC Community
- Demonstrated teamwork and leadership ability, demonstrated initiative and ability to work alone
- Preparation to address personnel, operational, and financial issues as they arise
- Multi-tasking ability; sound time-management skills
- Able to learn quickly; sound written and verbal communication skills
- Pleasant manner and strong service orientation
- Initiative, tact and able to work well under pressure
- Anticipation of and preparation for the demands associated with the position, through creation of a comprehensive business proposal to be submitted with the application
- Creativity, excitement and enthusiasm for the position

– Preference may be given to University College students –

Application Information

- Applicants have historically applied in pairs to the position of co-managers
- Applications are due in **HARD COPY ONLY ANDELECTRONICALLY** to the UC Lit Office in the Junior Common Room, *University College*, and daniel.tsekhman@utoronto.ca. The deadline for applications is listed below.
- Applications should consist of at least the following:
 - Completed Application Form
 - Covering Letter summarizing relevant skills and goals of the applicant(s)
 - Detailed Resume/CV for each individuals included in the application
 - Proposal which outlines the applicants' short- and long-term goals and aims for the operation and demonstrates the applicants' preparation for all aspects of the position. When preparing your proposal keep in mind things won't always run smoothly!
- Please address all application documents to the Chair of the Hiring Committee

Additional Information

Term of Work:	Approx. 1 May 2010 – 15 May 2011 <i>Part-Time Hours: Primary work runs from approx. 20 August 2010 – 30 April 2011, 12 hrs/week/mgr Some work occurs in the summer – managers are expected to have limited availability from May-August</i>
Pay Rate:	TBD Bonuses max. \$1500/annum/mgr.
Posting Date:	14 December 2009, 10:00 AM
Closing Date/Application Deadline:	20 January 2010, 4:00 PM
Hiring Process:	Consideration of Applicants → Interviews → Discussion of Interviewed Applicants → Initial offer pending ratification → Ratification of Hiring → Contract signing → Term of Work Commences
Contact:	All questions and correspondence pertaining to application for this position should be directed to the Chair of the Hiring Committee, Daniel Tsekhman, by e-mail at daniel.tsekhman@utoronto.ca .