



Chippewas of RAMA  
First Nation

# Employment Opportunity

Job Title: **Tim Hortons Store Assistant Manager**  
Job Code: BUS842  
Department: Economic Development  
Reports to: Retail Business Manager

Date Posted: 26/Jul/22

Date Closed: 9/Aug/22

(5:00 pm)

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Maternity Leave Contract  
Availability & Term: August 2022 to January 2024  
Remuneration: \$17.86 to \$18.93

## **JOB PURPOSE/SUMMARY**

Reporting to the Business Manager, this position will be responsible for the afternoon shift through to close. Your role will be specifically dedicated to the training and supervision of all staff in the afternoon roles, but with an ability to support and oversee the morning shift as needed. As the team leader, you are expected to inspire and engage the team in a fast paced food service environment with a superior guest service as the shared goal. In addition, you will monitor systems to ensure employees have access to the tools needed for training and operational improvement to ensure the site not only meets, but exceeds Tim Horton's and Rama First Nation's shared standard of excellence in the workplace.

## **QUALIFICATIONS**

- Education:**
- Grade 12 with previous leadership experience.
- Skills and Abilities:**
- Ability to train and coach exceptional service skills.
  - Ability to multi-task.
  - Ability to recognize and acknowledge exceptional behaviour.
  - Accountable to ensure the successful operation of each shift.
  - Dedicated focus on order accuracy and guest service.
  - Ability to perform all administrative tasks, including inventory control.
- Experience:**
- Previous supervisor experience required.
  - Preference given to Tim Horton's experience in leadership.
  - Experience in a fast paced food service environment required.
- Other:**
- A Criminal Reference Check is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager  
Chippewas of Rama First Nation  
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6  
Fax: (705) 325-4718 Email: [charleneb@ramafirstnation.ca](mailto:charleneb@ramafirstnation.ca)

**\*\* ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED \*\***

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

**The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community**



# Job Description

Job Last Updated:

25/Jul/22

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Job Code:	BUS842
Department:	Economic Development
Reports to:	Retail Business Manager

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## KEY JOB FUNCTIONS/RESPONSIBILITIES

- Plan, organize, direct, control and evaluate daily operations.
- Foster a positive work environment through leadership and example.
- Coach team members as needed.
- Manage labour costs through effective floor management.
- Verify and complete daily entries within the Clearview system.
- Assist in preparation of employee work schedule.
- Maintain records of stock, repairs, sales, wastage and safety.
- Estimate and order ingredients and supplies as required.
- Assist with food ordering to reduce waste and ensure adequate food availability.
- Control food & paper costs using order guides and Clearview system.
- Ensure best practices are maintained to reduce waste and maximize sales.
- Calibrate equipment as required by Tim Hortons standards.
- Perform daily manager walk through and inspection of interior and exterior of site.
- Prepare daily bank deposit and cash reconciliation.
- Encourage use of Anishinaabe language with team members when interacting with customers.
- Participate in the recruitment process as required.
- Ability to use tools for fixing minor issues with equipment.
- Train, remind and encourage team members to follow all Health & Safety policies and programs.
- All duties performed by the Baker, Food Service Attendant and Supervisor.
- The duties and responsibilities outlined are representative but not inclusive.