



Lummi Commercial Company

2751 Haxton Way #1, Bellingham, WA 98226

Phone: (360) 758-4223 Fax: (360) 758-2573

JOB DESCRIPTION

JOB TITLE: Fisherman's Cove Manager

EMEMPT: Yes

SALARY: DOE

SHIFT: All

LOCATION: Retail Operations

STATUS: Full Time

JOB CODE:

ORGANIZATION: Lummi Commercial Company

DEPARTMENT: Fisherman's Cove

SUPERVISOR: Director of Retail Operations

VACANCY: 1

JOB SUMMARY: Under the direction of the Director of Retail Operations (DRO), the store Manager is responsible for ensuring the proper store management of the Fisherman's Cove store. In carrying out that responsibility, the Manager has the necessary authority to maintain the facilities, supervise store staff, and ensure the store is operated in a manner that will yield the maximum long-term distribution to the Lummi Indian Business Council (LIBC).

ESSENTIAL JOB DUTIES & RESPONSIBILITIES: includes the following, and other duties as assigned:

- Ensure the store is operated in a manner that will yield the maximum long-term distribution to the LIBC
- Ensure the policies and procedures necessary for the proper management of the operation are documented, accessible and adhered to
- Prepare the operation's daily reports, track high-selling inventory, cashier overages and shortages and ensure the daily reports are delivered in a timely manner
- Undertake proper ordering and receiving of inventory, including accuracy and proper condition of order by appropriate staff
- Ensure all inventory is secure and properly maintained to reduce waste while maintaining sufficient levels of product
- Meet with the DRO to review weekly and monthly sales reports and the annual operating budget
- Coordinate with appropriate Managers/Directors on pertinent issues
- Serve as the subject matter expert on the operation's systems, POS, inventory, etc
- Supervise all inventory functions including input of invoices and month end inventory
- Ensure the operation, including buildings, parking lot, equipment, etc are properly maintained
- Serve as the operation's archivist, responsible for maintaining operational records
- Resolve customer complaints
- Plan work schedules and review employee evaluations and corrective actions
- Train, supervise, and mentor the operation's shift supervisors
- Attend trainings, conferences and meetings as required or mandated

KNOWLEDGE, SKILLS & ABILITIES

- Able to serve all customers with the utmost respect, attitude and conduct themselves in a calm and professional manner at all times
- Able to work with all staff in a respectful and professional manner at all times
- Understands and respects cultural diversity
- Must be able to exercise good judgment, balance priorities and workload

- Must be able to communicate effectively with all employees including those that work the front line and upper management
- Abide by the Washington State Liquor Laws for Liquor and Tobacco sales
- Maintain the highest degree of confidentiality at all times
- Must work well in a fast-paced environment and keep up on task momentum to meet strict deadlines

REQUIREMENTS

- Lummi/Native American/Veteran policy applies. All qualified applicants encouraged to apply
- High school diploma or GED required
- Requires two (2) years of experience in retail operations
- Requires six (6) months experience as an LCC Supervisor or equivalent thereof
- Requires excellent cash handling, problem solving, oral and written communication skills, as well as attention to detail and follow up
- Requires fluency in computers, Excel, Word, Outlook and office equipment
- Requires willingness to work in excess of 40 hours per week as needed
- Requires strong communication skills and the ability to work with people of diverse backgrounds
- Requires willingness to take direction and work with multiple managers on simultaneous tasks
- Must be able to lift up to 40 lbs unassisted
- Must be able to sit/stand for prolonged periods of time
- Must be able to bend, kneel, climb, walk, use hands and fingers to handle and feel objects, tools and controls
- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy
- Must pass an extensive criminal background check
- Must possess a valid Washington State Driver's license and meet eligibility requirements for insurance

Management reserves the right to revise the position description and to require that other tasks be performed when the circumstances of this position change.