



JOB POSTING INFORMATION

JOB TITLE: TUCK SHOP SUPERVISOR - WHITBY CAMPUS

JOB CODE: SA-TSW-13

DATE POSTED: JULY 8, 2013

POSTING EXPIRES: JULY 19, 2013 AT 5:00PM

JOB TYPE: FULL-TIME (9 MONTH CONTRACT)

TRAVEL REQUIRED: SOME

LEVEL/SALARY RANGE: \$12.50 - \$13.00 PER HOUR

LOCATION OF WORK: WHITBY CAMPUS: 1601 CHAMPLAIN AVE

WILL TRAIN APPLICANT: SOME TRAINING PROVIDED

JOB SUMMARY

The Student Association at Durham College and UOIT (SA) operates retail outlets, known as the Tuck Shop, on all three campuses providing convenient food and beverage options, along with access to SA services and support information.

SUMMARY OF DUTIES:

- Provides friendly customer service and uses Point of Sales (POS) system to enter sales orders.
- Opens/closes location, handles cash, and prepares daily receipts and deposits.
- Receives merchandise, rotates stock, and merchandises displays.
- Monitors inventory levels and informs Manager of Retail Services when orders need to be placed.
- Maintains security of inventory and reports any discrepancies to the Manager of Retail Services.
- Assists Manager of Retail Services with analysis of sales and operations to identify opportunities to improve product and service offerings.
- Maintains cleanliness and presentation of Tuck Shop facilities.
- Provides information on the Student Health Plan and SA services (Clubs, Outreach Services, Societies, etc.)
- Provides information about the institution and guides students to different departments.
- Adheres to all SA policies and procedures and legislative standards.
- Carries out regular administrative functions as directed by the Manager of Retail Services.
- Other duties as assigned by the Manager of Retail Services.

SKILLS/QUALIFICATIONS:

- Product knowledge in a retail/service environment required. Knowledge of the SA and its services a significant asset.
- Experience involving independent operation of a retail/service environment preferred.
- Knowledge of basic POS functions, WHMIS, and other legislated standards required.
- High-school diploma required.
- Valid driver's license preferred.



APPLICATION INFORMATION

PREFERRED RESPONSE METHOD:

EMAIL - saadmin@dc-uoit.ca WITH THE SUBJECT LINE: **TUCK SHOP SUPERVISOR - WHITBY**

APPLICATION INSTRUCTIONS: PLEASE SUBMIT A COVER LETTER AND RESUME OUTLINING RELEVANT EDUCATION AND EXPERIENCE BY EMAIL ONLY TO THE SPECIFIED EMAIL ADDRESS ABOVE.

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.