



## Job Announcement

### Eagle's Market and Cafeteria Manager (Full-time, 12 months)

<b>Opening Date:</b>	July 14, 2022
<b>Review Date:</b>	<b>Extended to August 15, 2022</b>
<b>Closing Date:</b>	Open until filled
<b>Start Date:</b>	As soon as possible
<b>Location:</b>	Lummi Main Campus
<b>Salary:</b>	<b>\$47,674 Max DOE</b>

The salary placement upon hire is based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

*Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

#### SCOPE OF WORK

Under the direction of the Chief Financial Officer, this position will direct the purchasing and sales activities of the Northwest Indian College Eagle's Market and Cafeteria. This position manages the activities of the Eagle's Market, exercising broad authority in making purchasing and pricing decisions, including decisions concerning what will be offered for sale within the established policy. The position is also responsible for the effective day-to-day management of the Cafeteria, including monitoring safe and healthy production and food service, as well as the regular production and maintenance of reports on sales, accounting of funds and health inspection records. The position provides managerial oversight of the Eagle's Market and Cafeteria budgets, as well as cashiering, presentation, stocking and other duties required for the successful operation.

#### DUTIES & RESPONSIBILITIES

1. Manage the day-to-day operations of the Eagle's Market and Cafeteria, including personnel management of cashiers, cooks and work study students.
2. Establish procedures and develop new avenues for sales of store merchandise.
3. Use and maintain data related to Eagle's Market and Cafeteria using Jenzabar/Infomaker for revenue and sales management to ensure the financial viability of the Eagle's Market and Cafeteria.
4. Follow balancing and cash control procedures as established by the accounting office.

5. Acquire and maintain appropriate inventory levels, discontinuing products as appropriate based upon sales and available space.
6. Other duties as assigned.

## **SUPERVISOR RESPONSIBILITIES**

This position supervises cashiers and cooks as well as Work Study students.

## **QUALIFICATIONS to perform the position successfully:**

### **Minimum Qualifications:**

- Associate's college level course work with major student in business management/administration
- Three years of work experience involving buying or purchasing activities using standard business practices and procedures
- Three years of supervisory experience
- Equivalent education/experience may substitute for all minimum qualifications

### **Preferred Qualifications:**

- Experience working in a college setting/team environment.
- Experience with and sensitivity to Native American people and cultural customs.

### **Knowledge, Skills and Abilities:**

1. Proven ability to work in a team environment to achieve strategic and department goals.
2. Strong interpersonal skills and an ability to work well with people.
3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
4. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees.
5. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
6. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
7. Ability to complete electronic tasks using MS Office applications: Outlook, One Drive, Teams, Work, Excel and others as needed.
8. Able to represent the College in a positive and professional manner.

## **APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
6. Three letters of recommendation from persons, who are not members of your immediate family, who have firsthand knowledge of your qualifications for the position

7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/about-nwic/employment](http://www.nwic.edu/about-nwic/employment) or may be requested from and submitted directly to:

Human Resources  
Northwest Indian College  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: 360.392.4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)