



Position: Operations Manager, Full time

Qualifications: Small business or retail managerial experience, preferably in the food sector.

Location: Prince Rupert BC

Start date: Immediately

Background: This is a newly established craft bread bakery & market project, initiated and managed by the Gitxaala Nation and located in the characteristic Cow Bay waterfront district of Prince Rupert BC. The purpose of the project is twofold: to diversify the skilled, worthwhile employment opportunities in Prince Rupert; and to increase the availability of better, healthier food options locally while enhancing regional food security. The product focus is on craft breads, pies, and in-house icecream, with a selection of local and complementary retailed products in the marketplace section. The operation will be retail initially with wholesale opportunities, but not a cafe or eat-in establishment.

Responsibilities:

Start up Phase:

- With guidance from the consultants, oversee the contractors to retrofit the space according the plan, vision, and budget.
- Procure display fixtures and furnishings required for operations, as well as additional equipment and smallwares needed.
- Work with the consultants to develop logo and imaging for the business.
- Procure and setup a POS system, and other operational and licensing requirements.
- Work with the baker and bakery consultant to develop and cost the initial baked goods product line.
- Receive training on the icecream equipment and develop the initial icecream product line.
- With guidance from the consultants, further develop the marketplace concept.
- Devise initial operational hours and staffing needs, in line with projected operational budget.
- Recruit and train staff, assuring a high level of attention to detail and customer service.
- Oversee and report all expenditures as directed by the accountant and Gitxaala Enterprises.

Operational Phase:

- Smoothly and successfully launch business operation.
- Oversee the day to day operation with initial limited product line, ensuring highest quality.
- Develop accounting and reporting procedures with the accountant and Gitxaala Enterprises.
- Undertake initial promotions and advertising for the business as needed.
- Methodically expand and develop product line as capacity allows, with utmost attention to quality.
- Develop and expand on the market place concept, bringing in more suitable retailed products.
- Oversee the maintenance and cleanliness of the facility and equipment at all times.

Salary: negotiable

Apply: by email with résumé, qualifications and cover letter to info@saltwaterbakery.ca

Thank-you for your interest in this unique opportunity, please email if you would like further information.