



## Bubble World SFU Manager in Training Position

Located in Simon Fraser University's student society building, Bubble World SFU has been serving the student and residential community since 2005. With operations heavily impacted by COVID-19, we have planned a "grand re-opening" alongside SFU's return to campus plan this September.

In preparation for the restart, we are currently seeking a full-time **Store Manager in Training** who will oversee all aspects of the day-to-day operations of the SFU location. We are seeking a goal-oriented self-starter with a desire to learn and grow into a permanent managerial position. This position will start off training as a Barista in the corporate Coquitlam location prior to transitioning to SFU in August as Store Manager in Training.

The store manager will be the main personnel on-site and is also required to perform barista tasks such as making drinks and performing inventory checks

### Job Responsibilities

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- Ensure smooth and high efficiency of day-to-day store operations
- Prepare and serve bubble tea drinks with a high degree of accuracy, efficiency, and customer service
- Design and create staff schedules based on sales volume and operational needs
- Provide and execute training to new hires and existing staff to ensure quality of drinks are consistent
- Provides coaching and direction to the store team
- Management of store inventory
- Analyze and report on sales and operational performance
- Communicate with representatives of club/ team for sponsorships
- Oversee and maintain up-to-date advertisements and social media posts (twitter, store signs)
- Ensure store cleanliness is up to standard
- Ensure all equipment is functional and order parts or replacements as needed

### Experience / Skills

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- Computer/social media skills desirable (Twitter, Excel, Word)



- Cash / point-of-sale experience desirable
- Food Safe certification (if required, training will be provided)
- Prior supervisory experience in a fast-paced food service environment is highly desirable.
- If you don't have the above, all you need is the right attitude! All training will be provided by Bubble World SFU
- Strong leadership and team building skills, with the ability to coach and mentor others
- **Mandatory Skills: Ability to memorize a large combination of drink recipes and preparation procedures**

### What We Can Provide

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- Permanent Full time hours: flexible 30-40 hours/wk (store is generally closed for 1 week between semesters and STAT Holidays)
- \$16-18/per hr (depending on experience) + bonus structure
- An opportunity to learn, grow and gain experience in all aspects of a small business: Operations, HR, Finance, Marketing & IT.

**Interested applicants, please send resume and cover letter to:**

[bbwsfu@gmail.com](mailto:bbwsfu@gmail.com)