



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

Phone: 907 567-3313 / Fax: 907 567-3308

E-mail: ntc@ninilchiktribe-nsn.gov

ninilchiktribe-nsn.gov

Vacancy Announcement

The Cheeky Moose Manager

Job Title: The Cheeky Moose Manager **Department/Division:** The Cheeky Moose
Salary Grade: Depending on Experience **Reports to:** NTC Executive Director
Position Type: Permanent- Full Time- 40 hrs./wk **Announcement Date:** February 27, 2023
Depending Upon Funding

POSITION SUMMARY: The Manager is responsible for administering business aspects of The Cheeky Moose for-profit business, while exercising good judgment in providing excellent customer service to all its customers. The Manager is required to think independently and creatively to bring together ongoing innovative marketing. The Manager will oversee the day-to-day operations; work closely with other staff, vendors, independent contractors and community organizations. This position works both independently and effectively with customers and other staff to achieve and maintain standards of excellence set forth by Ninilchik Traditional Council (NTC).

PRIMARY DUTIES/RESPONSIBILITIES:

1. Work closely with the executive team to develop and implement strategic plans, organizational goals and initiatives, and create internal procedures and processes for The Cheeky Moose.
2. Management of The Cheeky Moose operations, including the performance of laundry and deli operations as needed.
3. Oversee site, staff, business accounts, contracts, and financial operations.
4. Provide food preparation and oversight to the Deli, including food supply ordering and management.
5. Acquire food supplies from local vendors as needed.
6. Develop and maintain team goals and initiatives.
7. Develop, implement, oversee and evaluate operations and events in coordination with staff members, customers and the public.
8. Accurately manage day to day supplies, inventory, and deposit procedures.
9. Prepare contract forms, obtain signatures, collect deposits, and issue membership cards to customers.
10. Create advertisements and notices (mass e-mails, flyers, web pages, newsletters, bulletin board, etc.)
11. Manage office machines, laundry machines, kitchen equipment, tanning bed and showers to make sure they are clean and in good working order.
12. Administer registration procedures.
13. Manage marketing efforts and mass mailings to increase profits for all services.
14. Maintain petty cash, receipts and weekly monetary reconciliations.
15. Introduce and familiarize customers to the facility, including hours of operation, policies and other services available at the Cheeky Moose.
16. Maintain a thorough knowledge of all equipment, and be able to demonstrate operation and explain purpose of equipment, as well as instruct customers in their use.
17. Field all customers concerns and complaints.
18. Set and adjust work schedules to meet customer demand.
19. Ensure quality control and customer services.
20. Create monthly, quarterly, and annual performance reports, including maintaining financial data as it pertains to The Cheeky Moose.
21. Provide direct training and/or class instruction for facility equipment.
22. Keep current on all NTC changes/expectations and attend all required trainings and meetings, and travel as required of the job.

23. Submit semi-monthly timesheets to the NTC Executive Director for approval.
24. Submit any necessary material requisitions in accordance with NTC Policies & Procedures.
25. Other duties or tasks as prescribed by the NTC Executive Director and/or his/her designee.

JOB REQUIREMENTS:

1. CPR, First Aid, Serve Safe Manager, food worker cards and OSHA training certifications.
2. Maintain any required professional certifications associated with facility activities.
3. Proven ability to deliver high quality customer services and support.
4. Must be highly motivated, professional, enthusiastic, and a team player.
5. Wear The Cheeky Moose clothing to identify yourself as an employee.
6. Ability to travel and use a personal vehicle to acquire supplies if necessary.

STATEMENT OF QUALIFICATIONS:

- Must be at least 18 years of age.
- Experience and ability to deliver high quality customer service and support.
- Strong computer experience, including the ability to use Word, Outlook, Excel, and other related financial management software.
- Excellent written and verbal communication skills.
- Strong organizational skills, attention to detail and the ability to multi-task.
- Must have a sensitive & positive attitude, be observant, responsible, and confidential.
- Prior experience in business management preferred.
- CPR and First Aid Certification. (Classes can be provided for certification)
- Serve Safe Manager, food worker and required OSHA training. (Classes can be provided for certification)

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act (25 ISC 450e(b)), to give absolute preference in selection to candidates who are eligible for Indian Preference also applies. *For consideration under Indian Preference, proof is required.

SUPERVISION:

This position will be under the direct supervision of The NTC Executive Director. This position, as with all NTC positions, is subject to and under the direct authority of the NTC Policies & Procedures. The NTC is a Drug-Free workplace. (NTC positions are dependent upon availability of funds).

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov . Applicants must submit a complete NTC Application for Employment as well as a personal resume.

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Concurrent Out/In House Posting