

EMPLOYMENT OPPORTUNITY

MANAGER

POSITION TITLE	Manager
DEPARTMENT	Business Operations- WFN Medway Entertainment Ltd./Kespukwitk Eats "n" Treats/Ice Cream Hut
SALARY	Salary is dependant on qualifications and experience
TERM	Permanent/Full-Time/40 Hours Per Week
LOCATION	5163 Highway #210 Greenfield Nova Scotia B0T 1E0
ESTIMATED START DATE	January 2027

Wasoqopa'q First Nation owns and operates the AFN Medway Entertainment Ltd. in Greenfield NS. The facility is a one stop snack bar, gas bar and convenience store in one including Kespuwick Eats 'n' Treats, and Ice Cream Hut, with fuel and furnace oil, eat in or take out food options, tobacco and ancillary services, and a store front location for products and services. The ice cream hut, adjacent to the store front, operates May through to October annually to provide tasty ice cream treats, including cones, sundaes and milkshakes.

POSITION OVERVIEW AND OBJECTIVE

WFN is currently recruiting for a Manager, reporting to the Director of Business Operations, responsible for effectively managing AFN Medway Entertainment operations, including planning, organizing, directing, and controlling overall business activities, maximizing profitability through meeting financial objectives with annual/monthly operating budgets and income statement comparisons and management of employees, building and retaining a high performing team.

ESSENTIAL FUNCTIONS AND DUTIES

Management of Employees

- Sustains a team compliment that maintains effective business operations
- Supervises all employees in accordance with the Wasoqopa'q First Nation Human Resources Manual for Business Operations, working closely with the Director of Human Resources as needed to support and address employee matters
- Maintains and supports a positive work environment for all employees
- Manages, with the Director of Human Resources, recruitment efforts for new and vacant positions including job postings, interviews, hiring, orientation and training
- Establishes, assigns and maintains employee shift schedules, duties and responsibilities and creation and submission of timesheets for payroll
- Conducts employee performance evaluations and appraisals in accordance with WFN policies and procedures and the Operations of Establishments Manual
- Addresses and resolves employee requests, complaints, and other related employee matters
- Organizes and implements regular staff meetings
- Collaborates with the Director of Human Resources to identify and implement required and desirable employee training opportunities in health and safety, and professional development
- Monitors video surveillance to ensure employees are conducting duties and or to address issues and concerns that arise



Maximize Profitability

- Determines the ideal retail product mix to meet customer(s) demand and store presentation
- Plans and organizes sales and promotions
- Formulates pricing policies, with the WFN inventory department, to achieve an adequate mark-up while remaining competitive in the market
- Monitors sales and expenses on products and services to inform success-driven decisions
- Collaborates with the WFN Inventory Department to maintain inventory details including pricing, acquisitions, forwarding invoices for payment of all products, posting invoices, and conducting inventory counts, in accordance with the WFN Inventory Guidelines
- Maintains stock rotation, including regular inspection of products for expiration dates and freshness

Management of Tobacco Sales

- Anticipates, orders and maintains an adequate supply of tobacco for customers and quota tobacco for WFN members
- Counts and posts all tobacco and quota tobacco, per order (twice per week)
- Performs and submits bi-weekly inventory counts and posting for tobacco and quota tobacco to the WFN inventory department
- Resolves any errors, if any, by contacting the dealer
- Ensures that pricing is consistent, competitive and up to date in accordance with WFN pricing and the local competitive market

Management of Fuel

- Collaborates with the company representative to address the needs of the business (fuel, sales, promotions, displays, etc.)
- Maintains fuel pumps and storage tanks are functioning safely and efficiently, addressing any issues with potential leakage and or functionality
- Ensures daily fuel levels are measured and reported
- Ensures that the storage and dispensing of fuels meets environmental and government regulations and is timely to meet customer demand
- Ensures gasoline prices are adjusted as required, in accordance with regulations
- Ensures employees keep fuel service areas clean and stocked (washer fluid, paper towel, etc.), free from fuel, oil or vehicle fluid spills
- Addresses spills in accordance with health and safety procedures
- Ensure Elders and Seniors received support in pumping fuel, as needed

Financial Management and Reporting

- Prepares annual and monthly budgets, projected sales and expenses for the Chief Financial Officer (CFO) and Executive Director
- Reviews actual sales and expenses at month-end with the Executive Director and CFO
- Recommends strategies for corrective action, to support increasing profitability
- Collaborates with the WFN finance team regarding cash management and reporting requirements, as needed
- Prepares verify, and submit daily bank deposits in accordance with company policies and internal controls
- Ensures all cash, checks, and electronic receipts are accurately recorded and deposited within required timelines



- Reconciles daily cash with point-of-sale systems, invoices, and accounting records
- Reviews deposit documentation for accuracy, completeness, and proper authorization
- Investigates and resolve deposit discrepancies, shortages, or overages
- Maintains secure handling and storage of cash and checks prior to deposit
- Maintains organized records of deposit slips, bank confirmations, and related reports
- Implements and monitors internal controls to reduce risk of loss, error, or fraud

Health and Safety

- Develops, implements and maintains adherence to WFN health and safety policies and other applicable laws and legislation
- Understands, implements and maintains the WFN Health and Safety Management Plan including an employee inspection rotational cycle to maintain a healthy and safe work environment for all employees and patrons
- Reviews, investigates and resolves all reported incidents and adjusts aspects of operations such as high-risk areas of traffic flow as needed
- Collaborates with the Director of Human Resources to establish and implement required safety training for employees such as First Aid and CPR, Food Handler's and WHMIS
- Ensures the security and safety of all assets and merchandise of the business
- Adheres to regulations and inspections, and aligned with WFN Human Resource policies and procedures, and other regulations, where applicable
- Formulates and implements appropriate security policies and measures to ensure that the safety of employees and patrons is maintained
- Ensures that all employees understand and comply with all security policies and procedures
- Ensures all permits for business operations are renewed as needed in accordance with deadlines such as the Retail Vendor's Permit, Fuel and Tobacco Permit, etc.

Customer Relations

- Ensures a high-quality customer experience, dealing effectively with requests and complaints from customers, representatives, and suppliers
- Resolves complaints in a timely manner
- Manages and participates in all in-store public and community relations
- Maintains and supports a positive community image and acts as a role model within the community

- Adhere to all Wasoqopa'q First Nation (WFN) policies, procedures and necessary business operations procedures, as required
- Other duties, training and activities related to the Manager's position, as required

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QUALIFICATIONS

- Degree or Certificate in Business Administration Management from a community college or university
- Three to five-years of relevant experience in management roles or an equivalent combination of education and experience sufficient to successfully perform all the essential tasks of the job
- Management experience in a team orientated work environment preferred
- WHMIS Certification is an asset



- First Aid & CPR Certification is an asset
- Occupational Health & Safety Certification is an asset
- Criminal record check upon hiring

REQUIRED ABILITIES, SKILLS AND COMPETENCIES

- Strong conflict resolution and problem-solving skills
- Demonstrated effective time management and organizational skills
- Strong decision-making skills
- Demonstrated computer skills, e.g., Word, Excel, etc.
- Good interpersonal, written and verbal communication skills
- Strong leadership skills, including the ability to lead a team in a supportive and inclusive manner
- Strong analytical and critical thinking skills
- A commitment to fostering, cultivating, and preserving a culture of diversity, equity and inclusion
- Solid business acumen, ability to understand and deal effectively with a variety of business risks and opportunities
- Demonstrated adherence to integrity and sincerity

WORKING CONDITIONS

- Hours of work are expected to occur during regular store hours for WFN Medway Entertainment Ltd. which are 6:00 am to 9:00 pm Sunday through Saturday for the Gas Bar and Convenience and 6:00 am to 8:00 pm Sunday through Saturday for Kespukwitk Eats 'n' Treats and the Ice Cream Hut Saturday through Sunday noon to 8:00pm
- There may be a requirement for working any shift including mornings, evenings, weekends, and certain holidays
- A valid driver's license and or access to reliable transportation is required
- There are instances of lifting heavy boxes at least up to 50 lb
- Standing for an extended period of time
- A great deal of time is spent working indoors in well maintained, heated/ventilated environment with modern and up-to-date equipment
- Long period of work on a computer can occur

APPLICATION REQUIREMENTS

Submit Cover Letter and Resume to resumes@acadiaband.ca **Please quote #MANGERMEDENT on your cover letter.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, if all qualifications are equal, preference will be given to persons of Aboriginal ancestry and if a Wasoqopa'q First Nation Band member.



DEADLINE TO APPLY

Deadline to Apply: DECEMBER 8, 2026

Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.

We are a community. We make a difference.