



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Human Resource Office

Vanessa Thomas, HR Director

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www.littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: Bookstore/Café Manager (1 Full-time)
Supervisor: College President
Opening Date: August 7, 2017
Closing Date: August 21, 2017
Salary: DOQ

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QUALIFICATIONS:

- Minimum of an Associate's degree in Accounting or Business Administration (preferred), food services, or related field; Bachelor's degree preferred.
- One or more years of experience in the restaurant and merchandising fields.
- Prefer two or more years of supervisory experience.
- Prefer CPR, First Aid, and AED Certification or willing to pursue certifications.
- Strong computer literacy skills.
- Strong organizational & multi-tasking skills.
- Strong verbal and written communication skills.
- Strong understanding of inventory control.
- Experience that demonstrates success in applying the principles and practices of ethical marketing and oversight.
- Commitment to professional standards of confidentiality.
- A track record of sustaining cooperative working relationships across a complex and diverse organization including administration, faculty, students, staff and members of the community.

Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Oversees the daily operation of the College Café including a catering service.
- Plan healthy breakfast, lunch, and catering service menus; knowledge of or willing to learn USDA menu guidelines.
- Provides supervision of Café staff; following and enforcing the Policies & Procedures Manual.
- Assure compliance with the North Dakota State and Spirit Lake Health Codes and Sanitation standards at ALL times.
- Assure all areas of kitchen are clean and have a professional atmosphere.
- Provide highest quality of service to customers.
- Prepare invoices for events and providing copies to patron in charge of event and Chief Financial Officer.
- Responsible for cash handling for the Bookstore/Café, including: accounts payable & receivable, cash and credit card reconciliations, and cashier till.
- Responsible for inventory control of Café (groceries) and Bookstore (books, merchandise, clothing, and school supplies): execute orders, shipping and receiving of product
- Obtain book orders from faculty in a timely manner
- Order text books and organize on shelves by course department
- Assure all text books are on the shelves prior to registration each semester.
- Sell books to students each semester
- Conduct a book buyback at the end of each semester
- Minimizes controllable expenses and maximize sales and profits.
- Maintain exceptional community and customer relations.
- Ability to lift and carry 30 pounds.
- Participate in 1-2 CCCC Teams as assigned.
- Participates in various training and/or in-services to enhance professional growth and development.
- **Required to complete and successfully pass Food Handler Certification within 30 days of hire and successfully recertify as needed.**
- Other duties as assigned by supervisor.

GENERAL INFORMATION: A complete application shall consist of cover letter, resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at www.littlehoop.edu

STATEMENT OF POLICY ON NON-DISCRIMINATION

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Vice President of Academics, Cankdeska Cikana Community College, (701)766-1133 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

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