

# Park Place Lodge

742 Highway #3, PO Box 2560 Fernie, British Columbia, Canada V0B 1M0

Tel: (250) 423-6871 Fax: (250) 423-3771 Email: [info@parkplacelodge.com](mailto:info@parkplacelodge.com) Web: [www.parkplacelodge.com](http://www.parkplacelodge.com)



Park Place Lodge is a locally owned, boutique hotel located in Fernie, British Columbia. Our full-service property features 64 guest rooms, Bistro Restaurant, The Pub Bar & Grill as well as Spirits Cold Beer & Wine Shop. Fernie offers year round recreational opportunities, including world famous fly fishing and skiing, numerous lakes, extensive hiking, mountain biking, golf and snowmobiling.

## **CAREERS & EMPLOYMENT OPPORTUNITIES**

At Park Place Lodge, our team members are an integral part to our success. We look to define service through our professional, knowledgeable and courteous staff. Our team members are offered an opportunity for growth in a friendly work environment. Join our team and share in our future. Staff accommodation is also available. Additional employment incentives include: Hotel room discounts for friends and family; Competitive wages; Staff discounts in the Pub, Bistro and Spirits Cold Beer and Wine Store; Fitness credit; Dental; Discounted ski pass; Free soup, pop, coffee and tea.

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### **Licensed Retail Store Manager – Spirits Cold Beer & Wine Shop**

*(NOC: 0621 - Liquor Store Manager)*

The licensed retail store manager will manage the daily operations of their assigned department. This position is accountable for the profit and loss (P&L) for their department and must use their leadership and merchandising skills to manage product levels and make sound business decisions. In addition, this position is responsible for increasing guest confidence and loyalty by promoting and executing consistent operating conditions, providing courteous, knowledgeable and prompt service and a friendly atmosphere in the department. Salary range is from \$50-\$70 000 / year depending on qualification, skills & experience. Salary includes performance incentives and other benefits. Subsidized staff housing or apartment is available.

#### **Primary Responsibilities**

- Manage inventory, in-stock position, pricing integrity, merchandising, labor, security, expense control and other operational processes to company standards.
- Ensure the department is merchandised in accordance with the needs of the community; maintain shelf allocations to ensure the availability of products at all times.
- Ensure staff greet, assist, provide efficient service and thank guests in a prompt, courteous, friendly and business-like manner in order to promote the company image as a service-oriented operation.
- Ensure the department is well maintained and meets or exceeds company standards for appearance.
- Supervise, train, schedule and develop staff in accordance with company policies and procedures including adherence to wage and hour policies and regulations
- Evaluate department conditions and operations to determine strengths and areas for improvement; reinforce strengths while developing and implementing improved practices and procedures.
- Ensure company standards for safety, proper food handling practices, sanitation and productivity are maintained.
- Successfully complete cashier training prior to being placed in the job function.
- Verify goods received are consistent with vendor's invoice and product order; reconcile discrepancies; process invoice for payment.
- Verify the count and description of the merchandise on credit invoices for all merchandise being removed by vendors.
- Knowledge of liquor, wines and beer.
- Working with marketing and sales in order to develop exciting and innovative marketing and relationship building programs.
- Perform other job-related duties as assigned.

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## **Minimum Qualifications**

- Must be 21 years of age.
  - High school diploma or equivalent.
  - Compliance with all Park Place Lodge policies and procedures.
  - Ability to read, write and speak English proficiently.
  - Ability to understand and follow English instructions.
  - Authorization to work in Canada or the ability to obtain the same.
  - Successful completion of reference and background check.
  - Preferred Qualifications
  - Previous assistant manager or manager experience.
  - Proficient with computer applications used in effectively operating the department.
  - Good product knowledge and a willingness to remain current with product information
  - Strong guest service skills.
  - Exceptional interpersonal, motivational and communication skills.
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Interested in any of these opportunities? Please contact us in person or via EMAIL at [jobs@parkplacelodge.com](mailto:jobs@parkplacelodge.com).

We thank all applicants for their interest in joining the Park Place Lodge team; however, only those candidates selected for an interview will be contacted. No phone calls please.