**FULL CIRCLE IS HIRING**

**Assistant Manager (24 hours / week + coverage)**

Full Circle is downtown Kitchener’s independent grocery and bulk food store. Since 1981, we have championed local products, zero-waste shopping options, and plant-based foods long before it was cool. In recent years we have broadened our selection to include more affordable groceries and grab-and-go meals to better serve our neighbourhood. We recently moved to the heart of downtown near the intersection of King & Queen.

We are a living wage employer, and we’re dedicated to decent work practices including fair scheduling, paid sick leave and other job-protected leave policies.

Every team member is trained in a wide variety of tasks. From customer service to receiving deliveries, food preparation to stocking shelves and cleaning, every shift includes a mix of front-of-house and back-of-house tasks. Everyone including the boss mops the floor. We’re a small and versatile team of people who support one another.

As assistant manager, you would take on additional responsibilities. These responsibilities include:

* Ensuring customers have a great experience in store and online
* Placing purchase orders
* Managing daily workflow for all staff
* Communicating with vendors to ensure smooth deliveries and product quality
* Identifying systemic improvements and efficiencies in collaboration with Sam and Julia (the owners)
* Act as manager on duty every other weekend and when Sam and Julia are on vacation

Job details:

* $19.00/hour
* Evening and weekend availability is a must
* 24 hours per week (4-5 shifts)
* Able to cover up to 4 additional shifts per month
* 6-month contract starting Monday, January 3, 2022 with possibility of permanent offer
* Shifts are scheduled in advance, one month at a time
* 1 week paid sick leave per year + other job-protected leave policies
* 3 weeks paid vacation per year
* 15% reimbursement for GRT transit pass
* COVID-19 measures:
  + Reimbursement for reusable mask
  + Mandatory masks for staff and customers
  + HEPA filter at cash register
  + Regular sanitation of high-touch surfaces
  + Online ordering with no contact pick-up option
  + Please let us know if you have any questions about our COVID-19 safety measures

Our ideal applicant will have the following characteristics:

* You are attentive; enjoy problem-solving and thinking on your feet
* You’re comfortable managing people, making sure they have the support they need and that tasks are getting done effectively
* You can maintain a calm environment, even in stressful situations
* Excellent attendance record
* Ability to lift 25kg / 50lbs (required for bulk food stocking)
* Ability to stand on your feet for 7 hours
* Passion for food, community, and environmental justice
* Interest in working among a diversity of people, including people from different socioeconomic backgrounds, cultures & gender identities
* Food handling certificate is an asset
* Management experience is an asset

Please include a cover letter with your application, addressed to co-owners Julia Gogoleva and Sam Nabi. Send your application to [julia@fullcirclefoods.ca](mailto:julia@fullcirclefoods.ca).