



General Manager (GM) Position Description

Description

The GM will work closely with the Board of Directors to develop a sustainable structure and ensure the future growth of Bluenose Gopher Public House.

Responsibilities

Manage and Operate Bluenose Gopher Public House (60%):

- Partner with the Board to develop and maintain the food and drink menu
- Help grow food and drink sales to ensure financial growth and sustainability
- Hire and train staff and volunteers
- Develop and maintain volunteer program/incentives
- Managing inventory
- Managing budgets as directed by the Board
- Scheduling volunteers and staff
- Maintain, update, and improve systems, as needed to, adhere to industry best practices and Board policies.
- Bookkeeping as directed by the Board
- Communicate regularly with the Board Chair and Vice Chair and the Board of Directors
- Attend monthly Board meetings as a non-voting member
- Prepare reports and documentation for the Board as appropriate, as requested, or as determined by the Board calendar
- Maintain a fair and safe work environment free of harassment, discrimination, and retaliation
- Maintain licenses and complete trainings as directed by the Board

Outreach and Development (30%): Maintain relationships with the local community and businesses. Develop relationships with Minnesota breweries, wineries, and food vendors.

Other (10%): Ensure compliance with all applicable laws and regulations.

Reporting and Other Details

The GM reports to the Board of Directors. Access to reliable transportation and a valid driver's license is necessary. The GM may be asked to lift and transport up to 50 pounds and stand or sit for prolonged periods of time at conferences or meetings.

This position is a full-time hourly position with the expectation that the GM will work a minimum of 40 hours per week. All full-time Bluenose employees receive a benefits package of paid time off (10 days) and monthly cell and data plan stipends.

Qualifications:

- Must be at least 21 years of age
- Preferred candidate has 2+ years in the food and drink service industry
- Preferred candidate has experience working with cooperatives
- Has excellent organization and time management skills
- Is outgoing, creative, energetic, self-motivated, and passionate in their work
- Preferred experience with volunteering or recruiting volunteers

Disclaimer: The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Management reserves the right to change or modify such.

Bluenose provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or genetics.

Interested?

Email us at: info@bluenose.coop

Message us at: [Facebook.com/BluenoseGopher](https://www.facebook.com/BluenoseGopher)

Or call Kyle Haugen at: 320-269-1878