



MANITOBA MÉTIS FEDERATION

CLUBHOUSE MANAGER

January 30, 2024

Posting #23-15-026

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Clubhouse Manager** position within our **Lake Manitoba Resort** located in **St. Laurent, MB**. The Clubhouse Manager is responsible for assisting with the successful and profitable operations in all aspects of the Lake Manitoba Resort and its associated facilities. The Clubhouse Manager assists with planning, executing, and managing the Lake Manitoba Resort operations in accordance with management best practices, all relevant regulations and legislation, and the mission and objectives set by the Manitoba Métis Federation.

Job Duties/Competencies:

- Assist in providing overall direction for the restaurant operations on a daily basis and in accordance with the approved strategic plan;
- Responsible for the recruitment, training, development and management of all Front of House staff;
- Establish work schedules, manage time, attendance records and maintains records to insure accuracy and accountability;
- Establish and administer retail objectives for Clubhouse facility;
- Maintain inventory, assist in stocking and storing of merchandise and displaying merchandise;
- Assist with the purchase of all products with an emphasis on evaluating deals to maximize profitability;
- Assist the General Manager in the delivery and execution of the Club's Marketing strategy;
- Assist in ensuring that all practices comply with applicable laws and licensing agreements.

Skills and Qualifications:

- Bachelor's Degree in Management, Business Administration, Hotel and Restaurant Management or a related field, an equivalent combination of training and experience may be considered;
- Green Space Management and Smart Choices Certification is an asset;
- Experience in a Manager role within a golf course or relevant position, and within a for-profit organization;
- Experience in organizing events;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Tuesday, February 13, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.