

BRITANNIA MINE MUSEUM

Job Description SNACKBAR SUPERVISOR

The Britannia Mine Museum is a well-recognized museum. The Museum is a resource for education services and hosts around 8000 students during the school year and has approximately 65,000 paid visitors annually. The Museum is striving to offer a wide range of public opportunities, which will meet its mandate of exploring mining heritage in BC, its past, present and future.

The Museum has four distinct departments. Operations, Education Services, Site Management, and Sales. Each department has its own manager and are interconnected with the express purpose of achieving the Museums mission. The Museum mission is, **“The Britannia Mine Museum will inspire the exploration of individual and societal connections to British Columbia’s mining; its past, present and future”**. All Museum staff, regardless of which department they work under, will link their daily responsibilities to the following goals to achieve the Museum’s mission.

- Offer dynamic exhibit and public engagement programs
- Meet public trust expectations regarding collections and historic buildings
- Operate deficit free
- Be a leader in the community
- Have mining related subject entrenched in BC curriculum
- Realize the benefits from a well-maintained historic industrial site

THIS POSITION REPORTS TO: MANAGER, OPERATIONS & RETAIL

It requires a mature person who can act as the primary staff person in the snackbar. Outgoing consistency of customer service and attention to detail are important qualities of this position. This position works with the Operations Manager to achieve the annual sales goals set for the snackbar sales.

Primary Responsibilities and Duties

- To source and to purchase food items for sale in the snackbar, picking merchandise up from vendors, ie. Costco
- To work 5 days per week in the snackbar
- To maintain a clean, orderly space
- To coordinate food service for meetings and corporate events
- To accurately complete the daily accounting paperwork (cash-in; cash-out; transfers)
- Be familiar with the Museum’s purpose, its tour and other services that the Museum provides and assist as required with these services
- Preparing analysis reports for the Snackbar

Britannia Mine Museum

- Maintaining specified inventory levels, re-ordering merchandise, receiving merchandise and maintaining sales records

Qualifications and skills:

- Ability and experience with computer POS system
- Solid computer skills in general are mandatory with ability to learn and master database management systems.
- Positive, outgoing attitude with excellent communication skills and with self initiative
- To have a van or larger vehicle
- The ability to work effectively as part of a team
- Previous supervisory experience
- Familiarity with retail operations
- Must be bondable
- Good math, accounting, merchandising and organizational skills

General Information

Wage	\$16.00 per hour depending on experience. Overtime will be limited and must be authorized by a Manager, but will be at 1.5 x, paid, or time off in lieu.
Days	Full time positions are 5 days a week. Scheduling is normally done to give staff two consecutive days off. Working on statutory holidays and weekends will be expected, as appropriate to the season. We currently close between Christmas and New Year.
Hours	A 35 hour week is guaranteed, though 40 hours will likely occur during high season. The normal hours of operation for Visitor Services are normally between 8.30am and 6:30 pm, though special events may mean working hours outside this range.
Benefits	Permanent positions receive vacation pay (4%) after 1 year's employment; there are also medical & dental benefits. New staff also receive 4 free admissions for friends and family to the museum.
Probation	There will be a 3 month probation period.
Security	To comply with our Child Safety Policy, all staff must be screened through BackCheck's Police Clearance and Positions of Trust process. This will happen for successful candidates after hire, and continued employment will be dependent on a clear record for issues that directly relate to child safety.

About the Museum

The Britannia Mine Museum is governed by the Britannia Beach Historical Society. This Society is a non-profit organization, established in 1971 to preserve the material and social history of mining in British Columbia, and to educate the public about mining. It is a registered charity. The organization is financially self-sustaining; it receives no government funding and relies on revenues, grants and donations for its operating costs. There are 21 buildings and structures, 7000 artefacts and 18,500 archival photos and documents in the care of the Society.

We currently see around 30,000 visitors a year. Our visitors come from both local and tourism sectors, and we attract all ages. We offer public (i.e. not pre-booked) and booked tours; tour timings vary depending on seasonal changes. In 2007, we hosted around 7,000 school students. The Education Services department also operates tours to the EPCOR Britannia Mine Water Treatment Plant Discovery Centre. The Visitor Services department also operates the Company Store, the Museum's gift shop.

There is currently a core of 13 permanent staff positions, covering Operations, Visitor Services, Education Services and Maintenance. Our core team is complemented by seasonal and contract staff as needed and receives invaluable support from volunteers, Members and a Board of Directors.

Following on from the rehabilitation of our Mill Building (completed 2007), construction is now complete on the new Beaty Lundin Visitor Centre, a unique building that will be central to the Britannia Project. This project will see changes that will further solidify the Museum as a major destination attraction in the Lower Mainland.

The organization is striving towards environmental sustainability. The remediation of this former industrial site is ongoing, and the organization believes in achieving sustainable practices where possible.

