



WINDSOR PROFESSIONAL FIRE FIGHTERS ASSOCIATION

"An Association Run For and By The Membership"

NOTICE

HOOK & LADDER

The WPFPA is currently looking to hire a Manager at the Hook and Ladder and one other individual to work with the Manager in a lesser role. Some of the duties involved are as follows.

Manager

- Deal with staff on a daily basis
- Conduct interviews for new hires
- Set work schedules
- Conduct monthly meetings with staff in regards to their performance, smart serve requirements and new information within the bar industry
- Handle customer complaints or inquiries
- Read mail daily deal with it and or file
- Handle all licences -fill out application for liquor licence/food and hospitality/patio, notify AGCO of temporary off site licence
- See that all equipment contracts are up to date e.g.: glass washer, ice machine, coolers, taps and lines, air, heat
- Handle phone, cable, gas and electric contracts
- Deal with all other suppliers
- Balance daily shift totals
- Do the banking twice a week, deposit and make sure there's enough weekly coin
- Over see maintenance work being done
- Meet with Board monthly
- Meet with beer reps regarding promotions
- Go to liquor store purchase all liquor and stock it
- Order beer weekly cases/kegs
- Go to stores and purchase supplies as needed
- Work behind bar when needed
- Promote the business –dart/card/ball leagues
- General dealings in the operation of a business

Assistant Manager/Secretary

- All the above when the manager is not available
- Hire bands

- Over see kitchen/staff
- Count 50/50 box and record
- Book parties

If you are interested in either of these positions please submit your resume including any qualifications or experience by December 6, 2013 to:

Duane Janisse
Secretary WPFPA
duane.janisse@gmail.com

Sincerely,
Angelo Gertsakis
W.P.F.F.A., President
November 21, 2013