

### **AUS SNAX Job Openings**

AUS SNAX is hiring! We are looking for a manager, assistant manager and cashiers for the 2014-2015 school year. Candidates **MUST** be Arts students and **MUST** have a background in business, project, or product management as well as in financial accounting (only for managerial positions). Interested candidates should e-mail their CV and cover letter to Sam at [finance.aus@mail.mcgill.ca](mailto:finance.aus@mail.mcgill.ca). Applicants without a cover letter will not be considered.

#### **SNAX Manager (May 2014 - April 2015) - paid**

- Running the store
- Placing orders
- Paying companies
- The manager should know all that is happening in the store and is the resource person for any problem.
- Hiring employees
- Maintaining profit and loss records
- Working occasional shifts at the cash register (see below)

Hours per week: between 15 to 40 (hours vary greatly, they increase a lot when opening at the beginning of each semester or in the summer before opening). Position starts: May 1st

Please send your resume and cover letter to [finance.aus@mail.mcgill.ca](mailto:finance.aus@mail.mcgill.ca) by April 2 2014.

#### **SNAX Assistant Manager (May 2014 - April 2015) - paid**

- Counting revenue
- Managing schedule, time sheet, and payroll
- Depositing funds at bank
- Assisting manager whenever needed
- Working occasional shifts at the cash register (see below)

Hours per week: between 10-15. Position starts: May 1st

Please send your resume and cover letter to [finance.aus@mail.mcgill.ca](mailto:finance.aus@mail.mcgill.ca) by April 7th 2014.

#### **SNAX Cashier (September 2014 - April 2015) - paid**

- Efficient and accurate handling of the cash register.
- Being available to assist customers.
- Keeping the store stocked.
- Keeping the store clean.
- Receiving orders from the vendors.
- Properly opening and closing the store, including being responsible for store security and cash deposits into the safe in the storage room.
- The SNAX Cashier shall ensure a reasonable working environment is maintained at all times.
- The SNAX Cashier, acting in an official capacity, shall not bring the AUS into disrepute, or cause harm to the image of the AUS.
- SNAX Cashier should be able to work under stress and prove to work efficiently in a team environment.

Hours per week: between 10-15. Position starts: September 1st 2014.

Please send your resume and cover letter to [finance.aus@mail.mcgill.ca](mailto:finance.aus@mail.mcgill.ca) by April 7th 2014.

**Thank you for your interest in AUS Snax—we look forward to hearing back from you!**