

<b>Position</b>	GLG General Manager
<b>Status</b>	Full time
<b>Salary</b>	Commensurate with experience
<b>Posted</b>	2/6/2020
<b>Closes</b>	2/27/2020
<b>Other</b>	Overall operation of their assigned area; Reports to GLI Operations Director or COO

GLG, LLC, a wholly owned subsidiary of MBPI, LLC, d/b/a Gun Lake Investments, a wholly owned economic development arm and instrumentality of the Gun Lake Tribe, is seeking a General Manager. The General Manager is responsible for the overall performance of their assigned area, which includes Noonday Market and Subway. The chosen candidate will be customer-focused, goal-oriented, and good at communicating and leading. The chosen candidate will need to have a flexible schedule, create a positive culture and hold direct reports accountable for meeting goals and targets.

**Essential Qualifications:**

- A minimum of two years’ management experience in a convenience store, gas station, food service or substantially similar industry
- Bachelor’s degree
- Previous experience working for a Tribally owned business
- Ability, willingness, and comfort to engage with customers
- Ability to multitask and problem solve
- Ability to work with minimal supervision
- Ability to develop positive relationships with internal and external customers
- Strong desire to exceed corporate initiatives and inspire excellence in a team
- Exhibited leadership experience
- Excellent verbal and written communication, and presentation skills
- Proficient with the use of a computer and various software including MS Office and email
- Ability to create spreadsheets, processes and procedures in order to improve operations
- Ability to problem solve and work with minimal supervision
- High-energy, collaborative management style
- Professional appearance and demeanor
- Valid driver’s license
- Ability to currently perform all Tasks and Responsibilities
- Ability to meet Working Conditions and Physical Requirements

**Tasks and Responsibilities:**

**Sales:**

- Takes an active role in developing and setting weekly sales goals.

- Responsible for meeting and/or exceeding sales targets and profitability goals.
- Responsible for teaching and role modeling proper customer service and methods to employees.
- Communicate sales and profitability goals to store managers and assistant managers.
- Provide timely feedback and evaluation of performance metrics (financial & operational) to staff and GLI.
- Ensure safety, store condition, appearance, in-stock efficiency, pricing and service meet or exceed established company standards.

### **Subway Operations:**

- Approve of compensation changes regarding Subway employees.
- Resolve HR disputes between Subway employees and manager.
- Conduct a quarterly bonus review of managers.
- Conduct an annual performance review of managers.
- Conduct a weekly management meeting with manager and assistant manager.
- Complete a weekly “action-card” and discuss areas for improvement with manager. Send the action card to GLI upon completion.
- Evaluate the continued use of payroll systems and back office systems and implement improvement measures if needed.
- Coordinate the enrollment of new employees onto the GLG benefits plan, as necessary.
- Coordinate compliance with all Subway franchisor policies, rules, and regulations.
- Be available for emergencies and temporarily fill staffing gaps during shifts.

### **Noonday Operations:**

- Coordinate the enrollment of new employees onto the GLG benefits plan, as necessary.
- Be available for emergencies and temporarily fill staffing gaps during shifts.
- Ensure that Noonday operations are in compliance with all Operating Partner policies, rules, and regulations.
- Participate in a bi-monthly financial performance review. Provide on-going reports to GLI.
- Ensure that tribal member benefits are correctly being applied, recorded, and reported to state and tribal entities. Manage all necessary paperwork to meet required specifications.
- Implement new systems and procedures for delivering benefits to tribal members.

### **GLI Reporting:**

- Meet weekly with GLI to discuss financial performance and progress towards work plan items.
- Ensure financial reports are processed in a timely matter.
- Comply with all financial audits.
- Present progress updates quarterly at GLI Board of Directors meetings.
- Identify and suggest GLG expansion opportunities to GLI staff.

### **Talent Attraction & Development**

- Actively work to attract tribal members to apply for positions through GLG.
- Actively mentor tribal members and coordinate personal development plans for each.

### **Environmental and Social Governance (ESG)**

- With assistance from GLI, coordinate the development and implementation of ESG policies within GLG.

### **Working Conditions and Physical Requirements:**

- Must be able to work any area of the store (both inside and out) when needed and to operate a computerized Point of Sale system/cash register.
- Position requires bending, standing, walking and repetitive use of hands and arms the entire workday.
- Must have the ability to lift 10 pounds frequently and up to 50 pounds occasionally.
- Position requires the ability to handle exposure to food and cleaning chemicals on an hourly basis.
- Must have the ability to work a minimum of 40 to 60 hours a week.
- Must have reliable transportation and the ability to be on call 24 hours a day.

- Must manage a number of projects at one time and handle frequent interruptions to meet the needs and requests of customers

**Native American Preference:**

GLI follows Native American Preference in accordance with Chapter 2, § 2 of the Gun Lake Labor and Employment Rights Ordinance. GLI will therefore give preference in employment decisions to those enrolled Gun Lake Tribal Citizens; spouses, parents, or grandparents of a Tribal Citizen; and enrolled citizens of another federally-recognized Indian tribe who meet the essential qualifications listed in this job description. If you meet one of these preference categories, please indicate so in your cover letter.

**Submittals**

If you are a great fit for this team and are interested in discussing this opportunity further, please submit the following:

- Cover Letter
- Resume

Thank you in advance for your interest. Please submit materials to [info@gunlakeinvestments.com](mailto:info@gunlakeinvestments.com).