



# SAVING THYME

PÂTISSERIE • BISTRO • PREPARED FOODS

## General Manager

We create joy! By using all of our skill and talent to create incredible food we become a part of the special moments in people's lives. This is an enormous privilege and responsibility and we take it very seriously. Saving Thyme is looking for someone to join the team as General Manager. It is an exciting time to join a growing and ever improving company. Take the opportunity to be a part of something great and have a hand in shaping the company for the future!

### Responsibilities and Job Description:

- Exemplify our core business values and consistently reinforce them to the rest of the team
- Work to develop and implement new systems for business improvement
- Set goals to continue to push the team towards greatness and reach our standard of excellence
- Hold team accountable for executing systems and meeting standards
- Ensure top level service and customer experiences
- Resolve any customer complaints or issues
- Hire and train front of house staff
- Assist with greeting and serving customers when needed
- Learn Saving Thyme's entire scope of offerings, comfortably describe and talk about the food, help customers develop take away party menus, understand potential allergens
- Answer the phone and emails using our company "voice" and stellar English skills
- Cash management, balancing sales reports, tip out
- Create schedule for entire team
- Process payroll
- Manage and organize paperwork for employees, government regulations, inspections, etc
- Perform regular reviews on staff

## Skills, Qualities and Experience:

- Minimum 2 years of successful management and hiring experience
- Builds rapport easily with staff and customers
- Excellent attention to detail in all areas
- Outcome oriented
- Excellent communicator
- Assertive and driven
- Agile - thrive in a constantly changing environment
- Motivated and tough
- Passionate about food
- Dynamic and excited to grow with the company

You must be available to work on weekends (trust us, having Mondays off is great!). A normal day will start in the morning and finish early in the afternoon and will be spent in a lovely, French inspired atmosphere that always smells amazing! We are proud to offer our full time team members a fully funded, comprehensive health and dental benefits program.

Salary \$45,000 - \$55,000

Send an email to [hello@savingthyme.ca](mailto:hello@savingthyme.ca) with your resume, a bit about yourself, and why you would be the best Saving Thyme General Manager. We look forward to hearing from you!