



Job Title: *Head of Retail & Café*
Location: 247 River Road, Barry's Bay, Ontario
Cost of Living: \$10/day (3 meals/ day, [tent platform](#) and staff benefits)
Wage: \$115/day
Work Term: Full-time, May to September and optional fall programs

Company: [Madawaska Kanu Centre](#), est. 1972, is Canada's first Whitewater Resort for Kayak & Canoe - famous for our food, ambiance and Whitewater Instruction. Nestled in the woods east of Algonquin Park on the Madawaska River, MKC offers weekend and 5-Day paddling programs, combining learning with an uplifting wilderness experience. In addition, our 2-hour [Family Raft Trips](#) are the area's most popular tourist attraction.

Job Description:

The Riverside Shop & Café is where we first welcome all students and rafters to MKC. Stocked with souvenirs, clothing and paddling gear, and serving locally roasted coffee and homemade snacks; we are seeking an enthusiastic, team-oriented and friendly individual, with experience in retail management & merchandising, to head up our bustling sales floor and café.

Responsibilities:

- Manage the Retail System and Inventory (Smart Vendor) keeping accurate records
- Customer service, including reservation administration (for rafting and courses), by phone and email
- Retail sales, along with merchandising, stocking and cleaning the store
- Communication with retail suppliers by phone & email
- Café duties – cleaning café area, preparing beverages and replenishing homemade snacks
- Process payments, perform accounting, balance daily income and prepare necessary daily reports
- Work collaboratively with other staff and teams at MKC, performing other duties as assigned

Job Requirements:

- Strong written and verbal communication skills (phone, email and in person)
- Ability to work effectively in a fast paced environment and as a team member
- Interpersonal skills, positive problem-solving skills, punctual and motivated
- Excellent computer and data entry abilities
- Previous experience in retail, coffee shops or customer service an asset
- First Aid and CPR Certificate
- WHMIS and Health & Safety Certificates (info on how to obtain provided with the job offer)
- A valid driver's license an asset
- Aged 19 & up

Additional Application Information:

We ask for a **2 year minimum commitment** from all new staff for training, and to maintain a quality experience for our customers from season to season. Please check out our website [MKC.ca](#) to learn more about us. If you have any questions please feel free to call.

Please send a Cover Letter, Resume and 3 References to: paddle@owl-mkc.ca