



# St. Michaels University School

## Job Description

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**Position Title:** Manager of Purchasing and Ancillary Services

**Reporting to:** Chief Financial Officer

**Classification:** Administrative Non-Standard

### **Position Summary:**

This is a managerial position overseeing retail operations and support areas within the school. Reporting to the CFO, this position is responsible for the procurement of external services and asset purchases. This includes management of service contracts including food services, custodial services, copiers and cellular phone provider and supplier relationships. This position is also responsible for the retail operations, Campus Shop and the Howard Café and Transportation services.

The Manager of Ancillary Services is a key member of the operational team of the school with an office located at the Richmond Road campus. From time to time the position requires being available outside of usual school hours and days

### **Key Responsibilities & Expectations:**

- Oversees and supports the operations for Food Services, Custodial Services, Campus Shop, Transportation Department and Laundry Department.
- Manages the annual budget for each area of responsibility.
- Manages the scheduling of staff in each area of responsibility.
- Establishes and maintains purchasing policies for the School.
- Determines or negotiates contract terms and conditions and recommends or awards supplier contracts.
- Responsible for purchasing and inventory management of uniform and other campus shop items.
- Responsible for purchasing and maintaining inventory in Campus Shop and Howard Café.
- Responsible for service level agreements with suppliers.
- Conducts the purchase of new assets for the school and supplies for the school and campus shop.
- Responsible for disposition plans for assets being replaced and/or retired.

- Establishes and maintains requirements for equipment, products or other materials to ensure consistency within the school.
- Establishes sales prices and evaluation contribution margins of retail operations.
- Hires, supervisors, trains and mentors staff members.

### **Qualifications:**

- Requires a Bachelor degree in business administration, commerce or economics or in a related field
- 5 to 7 years' experience in purchasing and retail operations is required.
- Budget management and inventory management experience is required.
- Proficiency in Microsoft Office (Outlook, Word, Excel) is required, and experience with Point Of Sale and inventory management systems beneficial.
- Experience leading and mentoring teams.
- Experience conducting research and analysis and preparing and presenting reports to a leadership team.
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### **Skills and Abilities:**

- High level of attention to detail as well as the capacity to be a proactive and analytical problem solver
- Exceptional communication and interpersonal skills with the ability to build and foster strong relationships.
- Organized with the ability to work under deadlines with conflicting demands from various departments
- Enthusiastic, energetic, a self-starter with the ability to work independently and multitask
- Ability to be tactful, demonstrate excellent judgment, and work as a positive and collaborative team member