**Vice President of Operations for Ireland’s Pub 10**

**Reports to:** President of Ireland’s Pub 10 and The Wolf’s Kettle, Program Coordinators

**Works closely with:** Ireland’s and TWK Admin Team and Ireland’s and TWK Staff

**Direct reports:** Ireland’s Pub 10 and the Wolf’s Kettle staff

**Job Description:**

The Vice President of Operations of Ireland’s Pub 10 is the point person for all operations at Ireland’s Pub 10. They work with the admin team for the continued success and improvement of the businesses. The core responsibility of the Vice President is to ensure daily operation run smoothly, as well as, plan for the future.

**Primary Duties:**

* Work with the President to determine the qualities that your team desires in potential applicants.
* Work with the President to organize and conduct an interview process.
* Develop a systematic training procedure which will help your employees develop the knowledge and skill necessary to work shifts confidently and properly.
	+ Continually adjusting expectations to fit the dynamics of the business while properly communicating and training employees on these expectations.
* Communicate updates in regard to inventory and events to the staff regularly.
* Coordinate the maintenance of the equipment and space of Ireland’s Pub 10 including pest management, line cleaning and other duties.
* Coordinate staffing and dissemination of information to staff.
* Work with the VP of Procurement to assure steady inventory and use collected data to make informed decisions for the business.
* Work with the VP of Events to assure the proper staffing and other accommodations requested by groups.
* Work with the VP of Operations – Ireland’s for cross business collaboration especially in regard to staffing.
* Work with the VP of Finance to assure
* Report to the President and Administrative Team of Ireland’s Pub 10 and The Wolf’s Kettle.
	+ Attend weekly admin meetings to talk about goals and reflect on recent business actions.
* Must be able to step into ALL positions of the business if needed.
* It is required that all Loyola Limited staff members document all new processes created to bolster longevity efforts at the enterprise.

**Qualifications:**

* Applicant must be 21 years of age by the date of transition
* Entrepreneurial interest and spirit
* Exceptional interpersonal communication skills, both written and verbal
* Knowledge of business strategy, leadership and management techniques
* Possess innovative, critical thinking, problem-solving, and analytical skills
* Ability to efficiently manage multiple tasks and contribute in a fast-paced, team-oriented environment
* Proficiency in MS Office Suite and other analysis and presentation channels