

# Store Manager — Altared

Altared is a café, shop, and gathering space in Ottawa's Glebe neighbourhood focused on books, tea, artisan and upcycled objects, and thoughtful community experiences.

We are looking for a full-time Store Manager to oversee daily operations and the atmosphere of the space. This role combines hospitality, retail management, team leadership, and creative problem-solving.

## Responsibilities

- Oversee day-to-day store operations
- Manage opening and closing procedures
- Support and supervise staff
- Coordinate schedules and team communication
- Maintain a warm, welcoming customer experience
- Assist with merchandising and visual presentation
- Help manage inventory and ordering
- Coordinate with vendors and service providers
- Support workshops, evening events, and community programming
- Maintain cleanliness and organization throughout the space
- Help uphold the overall tone, energy, and culture of altared

## Ideal Qualities

- Strong organizational and communication skills
- Experience in hospitality, retail, café, or community spaces
- Calm under pressure and able to multitask
- Interest in books, design, tea culture, arts, ritual, or creative community spaces
- Comfortable working independently
- Reliable, grounded, and detail-oriented
- Experience managing teams is an asset

## Position Details

- Full-time
- Includes some evenings and weekends
- Competitive compensation based on experience

Apply to [hello@altared.ca](mailto:hello@altared.ca)

