



JOB OPENING ANNOUNCEMENT

JOB TITLE:	GROCERY MANAGER, Regular, full-time
DATE POSTED:	6/20/2018
DATE CLOSES:	7/11/2018
DEPARTMENT:	Grocery
HOURS:	40 hours per week
STATUS:	Regular; Non-exempt. PTO, Holiday pay, gainshare and other percs. Position is health benefits eligible
STARTING WAGE:	Level 6; \$19.82 - \$24.78 (entry level wage range), DOE/DOQ

General Purpose:

The Grocery Manager is responsible for achieving positive operating results following Co-op policies and purchasing guidelines, while ensuring the highest level of customer service to the internal and external customers of the Co-op. Working under the supervision of the Store Manager, this position manages and supervises the daily operations, activities and staffing of the Grocery Department.

Essential Functions/Responsibilities:

Leadership:

- Models supportive and participatory leadership qualities, promotes team building and motivates staff to achieve their stated objective.
- Treats staff and managers with consistency and fairness, in a style appropriate to a cooperative work environment.
- Ensures that communications are clear, direct and respectful.
- Ensures the integrity of the Co-op's stated values in decision-making and in interactions with others.
- Ensures professional and friendly service from all Grocery staff.
- Acts as a model to all employees by following Co-op policies and supporting the mission and strategic goals of the Co-op.
- Attends all meetings, as required.

Grocery Operations:

- Develops and implements approved short and long-range department goals and plans.
- Develops and implements approved budgets, sales objectives, margins, and markdowns leading to positive operating results.
- Provides acceptable explanation of variances from budgets and plans.
- Ensures effective promotion and pricing of products by utilizing signage and information, recipes and vendor deals.
- Participates in planning store advertising with the Store Manager, Marketing Department and other staff.
- Ensures that optimum stock levels are maintained based upon movement reports.
- Purchases products consistent with Co-op guidelines and approved inventory levels with consideration to inventory turns and controlled shrinkage.
- Monitors and takes action in those areas contributing to shrink, such as loss of product, spoilage, spills, breakage and theft.

- Works in conjunction with all other Departmental Managers, to establish good cross-team communication, coordination and community relations.
- Maintains effective working relations with suppliers, vendors and other co-op partners.
- Accountable for attractive displays and consistent stock rotation.
- Works with the SIPS Manager on inventory control, turns, and margin goals for all grocery categories.

Department Maintenance/Safety and Sanitation:

- Responsible for the proper functioning of all department equipment.
- Ensures that all department equipment is used appropriately and well-maintained.
- Ensures receiving and back stock areas are clean and safe.
- Ensures department is attractive, well organized and clean.
- Responsible for upholding health department regulations, safety requirements, and store policies and procedures.

Personnel:

- Develops and upholds performance standards for all Grocery staff.
- Ensures that the staffing schedules are posted within guidelines, and in line with approved labor expense budget and quarterly labor costs. Ensures coverage of vacant shifts without compromising departmental efficiencies.
- Hires qualified Grocery staff within established hiring policies and procedures.
- Ensures training for all department staff, and timely completion of training protocols and checklists.
- Oversees daily activities to ensure maximum productivity and efficiency.
- Ensures timely, thorough and thoughtful performance evaluations on departmental staff.
- Ensures that employees know and adhere to department and store policies and procedures.
- Motivates and provides staff with the tools, materials and training required to ensure high quality, safe and efficient job performance.
- Takes corrective counseling measures and/or disciplinary action, as needed, for all department staff, according to established personnel policies and guidelines.
- Ensures that effective communication with staff is maintained via The Food Co-op's communication tools (i.e.-departmental meetings, OneNote).

Records Management:

- Develops monitors and maintains accurate written procedures for the department.
- Ensures departmental orders are placed according to Co-op guidelines and vendor commitments.
- Ensures adequate inventory and stocking of departmental supplies.

Product & Store Knowledge:

- Stays current on product and store knowledge.
- Keeps up-to-date on best vendor and supplier options for purchase of highest quality products consistent with Co-op values, goals and fiscal parameters.
- Provides product information for staff training and marketing purposes.
- Writes, reviews and edits articles applicable to the department, for the Co-op communications, as needed.

Budgeting and Planning:

- In coordination with Store Manager provides input on annual labor and operating budget for Grocery Department according to established productivity, labor and departmental goals.
- Provides input on department's capital needs.

- Reviews and analyzes departmental financial data (i.e.-sales, invoice pricing, labor, margin, turns, shrink) and takes action, as needed, to ensure compliance with departmental goals.

Minimum Qualifications:

Education: Associate degree or equivalent experience. Valid Food Worker Card issued in WA, or acquired within 2 weeks of hire.

Experience: 3-5 years of relevant retail experience required, preferably in a grocery department, natural food or co-op setting. Demonstrated experience in supervision, delegation or team building required.

Qualifications (Knowledge, Skills, Abilities):

- Ability to work a variable schedule, including early mornings, evenings and weekends.
- Ability to handle multiple demands in a fast paced environment, work under time pressures and meet deadlines.
- Ability to be open, learn and take on new responsibilities.
- Ability to be objective, neutral and calm under pressure.
- Ability to maintain regular, predictable attendance.
- Ability to effectively train and motivate (provide leadership to) department employees
- Ability to prioritize, organize, delegate, and handle multiple tasks and projects with limited direct supervision and ability to meet deadlines.
- Ability to use basic math to accurately calculate prices, invoices, margins and understand/prepare departmental budgets and Open Book Management benchmarks.
- Ability to maintain accurate records, maintain attention to detail and demonstrate excellent problem solving skills.
- Ability to read, comprehend and follow-through with instructions.
- Ability to maintain proprietary, financial and other sensitive information in a confidential manner.
- Ability to communicate effectively, verbally and in writing, with all levels of staff and members about product information, store procedures and departmental needs.
- Ability to effectively delegate work duties.
- Ability to read and analyze department financial reports, invoices, and make sound business decisions.
- Ability to work quickly and efficiently to accomplish tasks in a timely manner.
- Knowledge of basic computer skills, including a solid working knowledge of Outlook, Word and Excel.

Physical Requirements:

- Ability to lift and move up to 25-40 pounds regularly, and up to 50 pounds occasionally during an 8 hour shift.
- Ability to sit, stand, bend, crouch, climb, reach and walk during majority of shift and up to 8 hours.
- Ability to operate a computer, phone, calculator and other office equipment.
- Ability to safely use and operate tools and equipment such as box cutter, knives, pallet jack, ladders and other equipment.

Application Procedure: Use the fillable PDF application from our website – please carefully follow directions posted there (www.foodcoop.coop), OR, pick up an application at the Member Services Desk of the Co-op. Return completed application and cover letter addressing minimum qualifications (resume recommended) to the Member Services Desk at the Co-op, OR email to hr@foodcoop.coop, OR mail application to: The Food Co-op, Human Resources Department, 414 Kearney Street, Port Townsend, WA. 98368 **(Questions? Contact Julie Donah at 360-385-2831, ext. 301, or Cara Leckenby at ext. 314).**