**Anacortes Food Coop Job Opportunity**

**Title: General Manager Reports to: Board of Directors**

**Closing Date: Review of applications begins May 21, 2018**

Anacortes Food Coop is a member-owned food cooperative which opened its store in July 2016. The mission of the Coop is to “provide food, goods and services that are local, organic or sustainably grown and create a gathering place for education about food, health, sustainability and local resources”. The Coop is seeking an enthusiastic and knowledgeable person to lead our cooperative as it expands its services.

Purpose: The general manager is hired and supervised by the Coop’s board of directors to implement the mission of the Coop. The general manager serves at the board’s discretion.

Overview: The general manager oversees all aspects of day-to-day Coop operations to meet the organizational ends established by the board of directors. The general manager is empowered through the board’s use of policy governance to make decisions and create procedures that are consistent with established board policies.

Hours: Full-time, to include some evenings and weekends

**RESPONSIBILITIES:**

OPERATIONS

1. Work with the board of directors and staff to establish practices and procedures for daily operations

that will ensure a stable, efficient, profitable and growing business

2. Schedule self and staff to provide the maximum efficiency and open hours

3. Plan for the Coop’s ongoing operational needs, including technology, facilities and equipment;

identify and address operational problems in a timely manner

4. Maintain knowledge of natural foods retailing and industry trends.

5. Maintain appropriate relations with wholesale distributors, local markets and other industry sources

6. Work with the board of directors to ensure the establishment and maintenance of a product mix that

meets customer needs

7. Manage utilities, business insurance, facilities and vendor contracts

BOARD and MEMBER RELATIONS

1. Work with board of directors to prepare for and ensure productive effective board meetings

2. Present clear and timely reports and proposals to the board of directors

3. Follow up on board concerns and research issues in a timely and effective fashion

4. Keep all board directors fully informed about matters at and in between board meetings and provide

monthly reports

5. Establish systems and procedures that ensure Coop members remain informed about the Coop’s

status, needs and activities

6. Monitor key indicators in the membership arena and ensure new member recruitment

FINANCE and ADMINISTRATION

1. Work with staff and the board of directors to prepare operating and capital budgets for final approval

by the board; be accountable for operating within budget guidelines

2. Direct financial operations of the Coop and oversee bank accounts, using necessary bookkeeping

services

3. Prepare financial reports to be presented to the board of directors and membership

4. Ensure compliance with all applicable laws, licenses, permits, health regulations, employment rules

5. Jointly, with the chair and secretary of the board of directors, conduct official correspondence of the organization. Jointly, with designated officers, execute legal documents.

HUMAN RESOURCES

1. Work with board of directors to establish personnel policies and procedures that support the Coop’s

values

2. Oversee compliance with Coop policies and labor laws

3. Prepare a yearly payroll budget that meets operating budget constraints

4. Create necessary job descriptions with the assistance of the employee and volunteer committee

5. Work with employment and volunteer committee to post position openings and follow Equal

Opportunity Employment standards throughout the hiring process

6. Work with board of directors and staff to develop a staff organizational structure that promotes fair

distribution of work while maintaining maximum service to customers

7. Ensure adequate position and safety training for all staff

8. Evaluate all working staff and provide feedback on a regular basis

9. Work with employee and volunteer committee to develop a sustainable volunteer program; promote active and broad participation by volunteers

OUTREACH and MARKETING

1.Work with board of directors to develop an advertising and marketing strategy to increase public

awareness and sales of cooperative’s products and services

2. Execute the marketing plan within budgetary guidelines

3. Prepare and oversee store displays , signage and other promotions to maximize marketing impact

4. Engage staff and board of directors in community outreach; participate with other local and regional

activities

PLANNING and LEADERSHIP

1. Work with the board of directors to ensure adequate planning for the Coop’s future

2. Provide leadership for the Coop through good communications, good business relationships and good

public relations

SAFETY

1. Ensure that the Coop provides a safe work environment for all staff and customers

2. Ensure staff are trained and follow safety procedures and guidelines

3. Manage and monitor compliance with applicable safety and health law

**REQUIREMENTS:**

Retail and customer service experience

Supervisory experience

Experience with operating, capital and cash budgeting

Ability to manage own and others’ time

Commitment to cooperative values and principles

Ability to present spoken and written information clearly

Computer skills

Openness to new ideas

Strategic planning desirable

Knowledge of current trends in natural and local foods industry desirable

**TO APPLY:**

Application form can be found at anacortesfoodcoop.com/employment. Please send application, letter of interest and resume to [board@anacortesfoodcoop.com](mailto:board@anacortesfoodcoop.com)

Anacortes Food Coop, 2308 A Commercial Ave., Anacortes, WA 98221

Anacortes Food Coop is an Equal Opportunity Employer