



Anacortes Food Co-op Job Description Assistant Manager/Produce Lead

Anacortes Food Co-op Mission: We are a member-owned grocery store that provides food, goods and services that are local, organic or sustainably grown, and creates a gathering place for education about food, health, sustainability and local resources.

Responsibilities:

- Serve as lead on ordering produce; find vendors; train on produce care
- Assist with scheduling; serve as Person-In-Charge
- Assist manager with ordering and inventory
- Provide fast, friendly and accurate check out services for AFC
- Be familiar with store products and assist customers in selecting items
- Describe advantages of membership and help people join the Co-op
- Be responsible for keeping shelves restocked while ensuring proper product rotation and quality; handle product damages and credits
- Receive deliveries and check invoices for accuracy
- Create and build product displays
- Ensure store is kept clean and safe
- Help promote and market the Co-op

Qualifications:

- Must be at least 21 years of age
- Must be able to obtain Washington State Food Handlers Permit
- Able to lift 35-50 pounds
- Must demonstrate adequate math and computer skills, with attention to detail
- Need excellent interpersonal communication skills
- Have cashier/customer service experience, preferably two years
- Supervisory experience desirable
- Knowledge of whole foods, nutrition and sustainability
- Be invested in the cooperative mission

Benefits:

- Paid sick leave
- 20% employee discount
- Able to make a positive difference in the community

Pay Scale: \$17.00 - \$21.00

Send application, with optional resume and cover letter to
Anacortes Food Coop 2403 Commercial Ave, Suite B, Anacortes, WA 98221
Or email anacortesfoodcoop@gmail.com 360-299-3562

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