



## Anacortes Food Co-op Job Description

**Title: General Manager**

**Reports to: Board of Directors**

*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.*

**Overview:** The general manager is hired and supervised by the Co-op's board of directors to implement the mission of the Co-op. The general manager oversees all aspects of day-to-day Co-op operations to meet the organizational goals established by the board of directors. The general manager is empowered to make decisions and create procedures that are consistent with established board policies.

## Responsibilities

### OPERATIONS and PLANNING

1. Establish safety practices and procedures for daily operations which will ensure a stable, efficient, profitable and growing business
2. Schedule staffing to cover open hours and support tasks
3. Plan for the Co-op's ongoing operational needs, including maintenance and training
4. Maintain knowledge of natural foods retailing and industry trends
5. Maintain relations with wholesale distributors, vendors, local markets and other product sources
6. Ensure a product mix that meets customer needs and Co-op values

### BOARD and MEMBER RELATIONS

1. Attend monthly board meetings and provide store report
2. Follow up on board concerns and research issues as needed
3. Work with board to inform Co-op members about the Co-op's status, needs and activities
4. Advise the board on matters of future needs, goals and similar strategic planning efforts
5. Provide leadership for the Co-op through good communication with the board, staff, customers, vendors, volunteers and other members of the public

### FINANCE and ADMINISTRATION

1. Work with the board of directors to prepare operating budget for final approval by the board, and be accountable for operating within budget guidelines
2. Work with bookkeeping services to oversee bank accounts and financial operations of the Co-op
3. Provide financial reports to the board of directors and membership
4. Ensure compliance with all applicable laws, licenses, permits, health regulations, insurance rules
5. Jointly, with the chair and secretary of the board of directors, conduct official correspondence of the organization

## **PERSONNEL and SAFETY**

1. Work with board of directors to establish personnel and training policies and procedures, ensure compliance with labor and safety laws, and provide a safe environment for staff, public and vendors
2. Create job descriptions with the assistance of the board and relevant committees
3. Post and fill position openings and follow Equal Opportunity Employment standards throughout the hiring process
4. Evaluate staff performance and provide feedback on a regular basis
5. Work with volunteer committee to develop a sustainable volunteer program

## **OUTREACH and MARKETING**

1. Work with the marketing committee to develop and execute an advertising and marketing strategy to increase public awareness and sales of Co-operative's products and services
2. Prepare and oversee store displays, signage and other promotions to maximize marketing
3. Engage staff and board of directors in community outreach, participate with other local and regional activities
4. Support education opportunities for the staff and public consistent with the vision statement

## **Required Qualifications**

- 21 or older
- Retail grocery and customer service experience
- Supervisory experience, including building and leading teams
- Self-motivated, with experience working with a supervisory board and committees
- Understanding of budgets and retail finances
- Good time management for self and staff
- Commitment to co-operative values and principles
- Ability to present spoken and written information clearly
- Competent computer skills to learn and operate retail POS system
- Openness to new ideas, adaptable and forward thinking, and respectful of others
- Knowledge of current trends in natural and local foods desirable
- Willing to network and promote the Co-op in the community

## **Physical Demands**

Ability to stand, sit, stoop, kneel, crouch, reach, lift, twist, lift, carry, pull, push light to moderate weights; repetitive and fine hand movements and coordination including use of computer keyboard and POS equipment; communicate verbally and in written form. Environment – primarily in grocery store setting with extensive public contact and frequent interruptions.

Pay Rate: \$23-\$30

Benefits: 20% Discount on purchases, Paid sick leave, Paid Holidays, Have a positive impact on community

7/29/2024