WANTED: STORE MANAGER!

Are you a grocery/food nerd looking for something new and unique? Do you go into grocery stores/farmers markets and think – "I would have displayed these items differently or carried a different mix of products"? Perhaps you're tired of corporate bosses and feel like your creativity is being stifled. Perhaps you're interested in real food, grown on real local farms, sold by real people. Perhaps you'd really like to have an authentic connection to your community of customers – one based on a genuine relationship and not on faceless transactions.

We have a job for you! Our Table Cooperative is looking for a full-time **store manager** for our "farm stop" grocery store in Sherwood, Oregon. Just 15 miles south of Portland, our 60-acre farm grows a large variety of organic vegetables and fruit. As a farm cooperative, we source the things we don't grow on our own farm from other Oregon farmers and food artisans who share our ethics and commitment to quality. Your job will be to **lead a team** of staff working closely with growers, distributors, and customers to execute a complete strategy for the cooperative's retail operations.

A Farm Stop is the love child of a farmers market and a food co-op! Instead of buying food to resell like traditional retail stores, a farm stop sells food directly on behalf of farmers, creating a closer connection between local farms and you! Farmers set their own prices and receive 70% of the sales making this model more values-aligned and sustainable for local agriculture. The **Farm Stop at Our Table** is a store that almost exclusively carries products from local farms and regional producers. Locally grown fruits and veggies, meats, grains, dairy, and more plus the tastiest and healthiest packaged foods made by local producers.

At an everyday level, your job will involve sourcing a curated range of grocery items, managing a team of storekeepers, coordinating with our farm and kitchen crew, interacting with customers, and building community through food. You'll find yourself swapping cooking tips with customers, setting aside those special pints of the first strawberries for the neighbor kid who can't enough of them, and forming strong bonds with the community. We host plenty of informal and ticketed events including monthly summer pizza nights, u-pick and more which allow ample opportunity to have large groups of people visit the farm and store. All of this in a worker-owned cooperative situated on a beautiful and vibrant farm…

The job involves a wide range of tasks in a dynamic and ever-changing environment; high-level strategy and business development plus a healthy dose of hands-on work on all aspects of operating and staffing a grocery store. You will be responsible for hiring, training and developing staff for growth and succession planning. The ideal candidate is both self-directed and collaborative, brings deep management and leadership experience preferably from the food retail industry, has a successful track record meeting and exceeding financial goals, and can create a culture of trust, teamwork and fun!

If you are hankering for something more meaningful, come join us as we collectively create a whole new food culture -- one that is based on authentic relationships and treats people, animals, and soil with the respect they deserve. One that puts food on our table.

REQUIREMENTS

- Excellent and wide-ranging retail and customer service skills.
- Demonstrated leadership in retail settings.
- Deep experience in operations, product knowledge, merchandising, inventory control/receiving and staff training.
- Excellent analytical and business management skills.
- Excellent interpersonal and motivational skills and willingness to work with a diverse group of people.
- Creativity and entrepreneurial spirit -- a willingness to do whatever it takes and work in a highly collaborative environment.
- Demonstrated ability to work in a team-based leadership environment a major plus.
- Experience with POS systems and accounting procedures.
- Values community, sustainability, passion for food and fun.

- Experience with farming or food production a plus.
- A deep knowledge of produce is a big plus.
- Commitment to cooperative principles.
- Experience with start-up business "outside the box" thinking and innovation a plus.
- Willingness to participate in a start-up environment where it will be necessary to wear many "hats" at different times.
- Familiarity and involvement with the Portland area food scene a plus.
- Strong love of food, nutrition and healthy local economies is necessary.
- Current Food Handlers Card and OLCC servers permit.
- Ability to commute to Sherwood, Oregon.
- Ability and willingness to work some evenings and weekends on a regular basis.

Interested candidates should send a resume and three references via e-mail to jobs@ourtable.us

DETAILS

This is a part-time or full-time position starting as soon as possible.

Reports to: Narendra Varma, Executive Director, Our Table Cooperative.

Compensation: Commensurate with experience.

MEMBERSHIP IN COOPERATIVE

All employees of Our Table Cooperative who work more than an average of 21 hours per week **are required** to apply for membership in the Cooperative under the worker membership class after completing one full year of employment and meeting various other criteria as defined in the Cooperative's bylaws. **By accepting employment at Our Table you are consenting to participate in this process*.**

(**Exemptions to this requirement may be made for seasonal and/or very part-time employment as determined by worker-members of the Co-op.*)

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to sit or stand, bend, climb and reach.
- Regularly lift up to 40 pounds with or without assistance.
- Working in an environment that has fresh fruits, vegetables, houseplants and flowers.

IMPORTANT NOTICE

The job duties, responsibilities, requirements, conditions, physical requirements, and work environment listed in this job description are examples of the tasks that an employee may be required to perform. Our Table Cooperative reserves the right to revise the job description at any time and to require employees to perform other tasks as circumstances or conditions of the business change.

Our Table Cooperative provides equal employment opportunity to all employees and applicants in accordance with applicable federal and state laws.

QUESTIONS

Call 503-308-8276 or email jobs@ourtable.us

Our Table Cooperative
13390 SW Morgan Rd
Sherwood OR 97140
www.ourtable.us

LIST OF MANAGEMENT DUTIES TO BE SHARED BETWEEN TWO CO-MANAGERS BASED ON EXPERIENCE & SKILLS

HIRING

- Work with the Executive Director to determine hiring priorities, wage scale, and hiring process timing.
- Maintain store staff job descriptions and update as necessary with input from team.
- Post job openings on Our Table website and other relevant job search platforms.
- Retain all incoming applications.
- Retain uniform list of interview questions to be used with all applicants during first interview.
- Schedule and conduct first interviews; share recorded answers to interview questions with team.
- Conduct secondary in-person interviews with applicants on-site; invite store staff to sit with applicants and share information about what it's like to work at Our Table, ask additional questions, etc.
- Make final hiring decisions in consultation with executive director.

STORE STAFF ONBOARDING

- Schedule orientation meeting prior to first day of training.
- Confirm that employee understands and consents to their initial assigned work schedule.
- Verify employee eligibility to legally work in the U.S. utilizing current government requirements.
- Use onboarding checklist to orient employee to Our Table and confirm they have access to all relevant tools and information regarding the job.
- Verify that employee has valid OLCC server permit and Oregon Food Handler Card or set up timeline for employee to acquire these certifications in a timely manner.
- Introduce new employees to other staff at Our Table after they complete orientation.

STORE STAFF TRAINING

- Outline store training prior to employee's first day of work—include what will be trained, on what days, and by whom.
- Share employee's training outline with current store staff—seek input and consent from staff who will be assisting with shadow training shifts.
- Provide at minimum 2 hours of introduction to using POS.
- Provide overview training on how consumer-membership works at the Co-op; explain and practice effective talking points for engaging with customers at the register regarding consumer-membership application processes.
- Confirm that new employee has the equivalent of 3 full shifts worth of shadow training with existing employees prior to being scheduled to work alone. Offer additional shadow shift training as needed or requested.

JOB PERFORMANE EVALUATIONS

- Schedule and conduct employee evaluations as outlined in current Our Table personnel policy.
- Follow with employee after evaluations to finalize goals & areas for improvement.
- Retain documentation of evaluations, goals, and areas of improvement and follow up with employee periodically regarding objectives.

PRODUCT MANAGEMENT

- Bottom line responsibility for sourcing product selection, ordering, pricing, and merchandising items onto the shelf.
- Maintain product profiles in POS Office (IS4C "Fannie") to include up to date information regarding product naming conventions, cost, retail, size, and vendor identifiers.

- Print shelf tags to accompany all products reflecting accurate and current pricing information.
- Code invoices and file for payment in a timely manner.
- Train store staff to:
    - Order product from vendors using preexisting order sheets.
    - Receive product deliveries and enter product expiration dates into accessible document.
    - Stock product using appropriate "First In, First Out" rotation practices.
    - Code invoices appropriately and file for timely payment.
    - Seek out new product options and communicate ideas prior to purchasing.

PRODUCER MEMBER LIASON/COORDINATION

- Coordinate with the cooperative's producer members on both product-related issues as well as broader co-op relations.
- Identify product lines and vendors to solicit as new producer members.
- Initiate and cultivate new producer member relationships.
- Work with the board of directors on strengthening and expanding the producer member aspects of Our Table.

PROMOTIONS

- Work with vendors and producers to schedule temporary price reductions on products to be applied to in-store promotions.
- Calendar promotions and communicate with store staff who order those products when promotions will be happening.
- Order adequate inventory to support promotions.
- Prepare sales batches in POS.
- Print and hang special promotion signage with products during promotion periods.
- Coordinate special bundle promotions (e.g. "Buy 3, Save 10%") throughout year at strategic intervals.

MARKETING

- Participate in weekly marketing meetings.
- Plan, design, and publish graphics for weekly email featuring new items and items on promotion in store.
- Produce social media content 1-2 times per week highlighting store items.

EVENT SUPPORT

- Communicate with events coordinator about any store specific logistical needs prior to events.
- Maintain stock and functionality of outdoor bar infrastructure including ordering kegs/gases and maintaining functionality of remote POS lane.
- Be responsible for always maintaining appearance and functionality of outdoor pavilion space.
- Provide support for events in coordination with events staff as appropriate.

SEASONAL DISPLAYS

- Plan, design, and order for seasonal displays in store and atrium area.
- Focus on core seasonal themes—spring gardening (February-July) and holiday gifts (October-December).
- Bottom line ordering, receiving, promotion, and inventory management for limited time seasonal item offerings including:
    - Plant starts + seed packets (February-July)
    - Decorative pumpkins and gourds (October)
    - Turkeys and cooked ham (November-December)

- Christmas trees & wreaths (Late November-December)

CSA

- Coordinate annual timing and program logistics with farm managers.
- Coordinate store staffing to support CSA pick up days and accompanying sales traffic in store.
- Develop store specific marketing opportunities directed at CSA subscriber to drive sales in store.

SCHEDULING

- Maintain store staff scheduling in a common and easily accessible platform.
- Act as primary person for making adjustments to schedule. Employees may request to swap shifts with other team members, but final authorization for shift swapping is held by manager.
- Respond to time off requests and make decisions to authorize or deny as necessary.
- Coordinate floor shift coverage for all unclaimed shifts due to staff illness, vacations, etc.

TIME BASED TASKS

ANNUALLY

- Participate in performance evaluations for store staff, the executive director, and other Co-op staff as requested.
- Collaborate with executive director to develop store labor budgets.
- Clean and organize back areas of the store to keep in functioning order—pack shed loft, pantry closet, storage area behind pack shed, etc.

MONTHLY

- Coordinate monthly store meetings
  - Solicit agenda item suggestions from team
  - Prepare written meeting agenda and share with team one week prior to meeting
  - Facilitate meeting and/or train other team members to facilitate
  - Record meeting minutes and/or train other team members to record minutes
  - Record commitments made during meetings and follow up on them accordingly
  - Finalize meeting minutes, share with team, and save in an accessible folder
- Prepare store promotions for upcoming monthly promotion period(s).

QUARTERLY

- Check in on store staff goals & areas for improvement, as identified in performance evaluations, and work with store staff as necessary to ensure those goals are being addressed.
- Follow up on personal goals & areas for improvement from your own evaluation, and work to meet those goals.
- Make appointments to sit down with each staff member and have informal, candid conversations about how they are feeling in the job and if they need assistance, accommodations, or have any areas of interest they'd like to explore.

WEEKLY

- Prepare graphics for email marketing.
- Prepare and post social media content.
- Check in with produce lead to plan for seasonal item changes, monitor produce quality, and discuss upcoming promotions.
- Check in with other store staff who are responsible for ordering products.

DAILY

- Work on store floor as scheduled.
- Update daily tasks in Store Tasks document—direct the on-floor priorities for each day of the week.
- Inspect cash drawer at POS lane and verify adequate levels of cash/coin.
- Provide breaks coverage for store staff.
- Respond to voicemail, email, and social media inquiries from customers, vendors, and members of the public.
- Confirm with kitchen staff that signage and ingredient listings for all items in deli case are accurate and up to date.