

MoCo (Morrisville Food Co-op) General Manager

Summary

The General Manager will direct all Co-op operations and implement the policies formulated by the Board of Directors, ensure compliance with all applicable laws and regulations, meet board and member goals, provide timely reports to the Board and members about Co-op operations and recommend budgets and policy changes to the Board.

Status

Full-time, full benefits. Reports to the Board of Directors. All inquiries should be sent to mocoboardgm@gmail.com.

Specific Duties

- Responsible for the hiring, training, and evaluation of all employees consistent with policies adopted by the Board.
- Recommend an annual budget.
- Prepare financial reports.
- Manage sales planning, product mix, pricing, profit margin management and inventory control.
- Comply with all applicable laws, licenses, permits, health regulations, workers compensation and employment requirements.
- Assess Member-Owner and customer needs and desires to increase membership and participation.
- Evaluate and identify customer service needs.
- Build and foster relationships with local farmers, producers, vendors, suppliers, Member-Owners and the local community.
- Design and maintain a marketing campaign.
- Coordinate store information with website and other social/print media.
- Plan and manage store promotions.
- Attend all meetings of the Board of Directors.

Qualifications

- Minimum of three years of retail grocery management experience.
- Experience with operating, capital and cash budgeting.
- Supervisory experience with hiring, training, evaluating, compensation.
- Working knowledge of store point of sales systems and computer literacy.
- Respect and support for the process of working with a Board of Directors.
- Ability to handle multiple demands.
- Excellent written and verbal communication skills.
- Strong desire to grow a store reflective of customer interests and needs.
- Commitment to cooperative values and principles

