



Job Overviews: PURPOSES, STATUS, AND QUALIFICATIONS

Below you will find a list of the positions that we plan to hire for our new store.
Please see full job description for a listing of full duties and qualifications.

position: BOOKKEEPER & MEMBER DATA MANAGER

purpose: To provide timely and accurate financial and membership information and analysis to management, to ensure fiscal responsibility in operations and support achievement of co-op objectives.

status: Reports to the General Manager | Part to full time: 20-32 hours a week, as needed.

qualifications: Bookkeeping and accounting principles, quickbooks, computer literacy (ms office especially excel, gmail crm, inventory software), type 35+ WPM and proficiency with 10-key, detail oriented, excellent communication including ability to articulate financial information, background check.

See job description for full list of duties and qualifications.

position: CASHIER & GUEST SERVICES ASSOCIATE

purpose: To provide prompt, friendly, courteous customer service, promote the co-op model and member-ownership, perform efficient & accurate cashing; and ensure a clean, attractive, fully-stocked store during shifts.

status: Reports to Front End Manager or Assistant FEM; Full Time: 32+ hours a week or Part Time: hours vary

qualifications: Serving the public, outgoing/friendly personality, money handling, attention to detail, use of register/point of sale system, ability to stand for long periods, ability to lift 50 lbs.

See job description for full list of duties and qualifications.

position: FRONT END & OWNER SERVICES MANAGER

purpose: To ensure prompt, friendly, and courteous customer service, accurate cash handling, and store security, while meeting department goals for labor expense and cash accountability. To promote and increase co-op ownership and meet established goals for growth of co-op's ownership base. To educate staff and owners about cooperatives, to promote understanding, and increase customer loyalty. To provide ensure adequate maintenance of member-owner records, and coordinate an effective member-worker system in accordance with co-op budget.

status: Reports to General Manager | Supervises Assistant Front End Manager, Cashiers, Deposit Clerks | Full-time: 36+ hours a week

qualifications: Oversight of cashier department, money handling, drawer reconciliations, and bank deposits, attention to detail, training and supervising employees, communication including working with producers, staff, and customers, outgoing, serving the public, friendly personality, point of sale system, financial monitoring & reporting, ability to lift 50 lbs, open availability for scheduling purposes.

See job description for full list of duties and qualifications.

***position:* GROCERY & WELLNESS MANAGER**

purpose: To select, purchase, price and promote grocery and wellness department products and to supervise buying, receiving and stocking by grocery department staff to meet objectives for sales, margin, inventory turns, labor and customer service.

status: Reports to General Manager | Supervises Assistant Grocery Manager & Grocery Clerks | Full Time: 36+ hours a week.

qualifications: Grocery purchasing and merchandising, natural foods products, product pricing and department financial management, training and supervising employees, communication including working with producers, staff, and customers, serving the public, lift 50+ lbs, open availability for scheduling purposes.

See job description for full list of duties and qualifications.

***position:* GROCERY & WELLNESS CLERK**

purpose: To stock, receive, and promote present products in full, clean, & organized displays and support department objectives for sales, margin, inventory turns, labor, and customer service.

status: Reports to Grocery Department Manager (or Assistant GDM) | Full Time: 32+ hours a week or Part Time: hours vary

qualifications: Grocery retail, stocking & receiving, serving the public, outgoing/friendly personality, ability to stand for long periods, ability to lift 50 lbs.

See job description for full list of duties and qualifications.

***position:* PRODUCE MANAGER**

purpose: To select, purchase, price, display, and promote fresh produce and to supervise department staff to meet objectives for sales, margin, inventory turns, labor and customer service.

status: Reports to General Manager | Supervises Assistant Produce Buyer & Produce Clerks | Full Time; 36+ hours a week.

qualifications: Produce retail, knowledge of organic and commercial growing practices, produce dept. purchasing and merchandising, product pricing and department financial management, training and supervising employees, communication including working with producers, staff, and customers, serving the public, outgoing/friendly personality, ability to stand for long periods, ability to lift 60 lbs.

See job description for full list of duties and qualifications.

***position:* PRODUCE CLERK**

purpose: To display and promote fresh produce and support department objectives for sales, margin, inventory turns, labor, and customer service.

status: Reports to Produce Department Manager or Assistant PDM | Full Time: 32+ hours a week, or Part Time: hours vary

qualifications: Produce retail, knowledge of organic and commercial growing practices, serving the public, outgoing/friendly personality, ability to stand for long periods, ability to lift 60 lbs.

See job description for full list of duties and qualifications.
