



JOB DESCRIPTION

Job Title:	Arcata Store Manager	Reports to:	General Manager
Department:	Arcata Store	Division:	NBU
Direct Report(s):	Arcata Assistant Store Managers (2); Arcata Department Heads: Beer, Bulk, Cheese, Dairy, Frozen, General Merchandise, Grocery, Meat, Produce, Wellness, Wine	FLSA Status:	Exempt
<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Revised Position	Last Revised:	May 4, 2017
Salary Scale: \$50,400 - \$75,600	Internal Posting Date: 07/27/18 – 08/02/18	External Posting Date: Until Filled	Status: Full Time

SUMMARY:

Responsible for the timely and cost-effective performance of the Arcata store location, reporting results and providing operations oversight and support services for the entire store. Establishes and maintains systems and procedures for the ordering, receiving, storing, stocking and removal of products, as well as systems for providing excellent customer service. Manages the safety and security of staff and ensures compliance with federal, state and local regulations. Works collaboratively as a member of the senior management team to achieve the goals of this cooperatively governed triple-bottom-line company.

ESSENTIAL FUNCTIONS: (other duties may be assigned)

- Oversee operational activities of departments (except Deli and Bakery), including ordering, stocking, merchandising, pricing, safety and waste diversion.
- Oversee customer service activities of departments (except Deli and Bakery), including accurate transactions, customer service standards, member/shopper feedback and overall aesthetic of an engaging and comfortable shopping experience.
- Oversee development and implementation of budgets, labor plans, and cost controls.
- Oversee purchasing and receiving activities and coordinate periodic inventory.
- Develop and implement systems for efficient use of back stock areas, ensuring safe conditions for staff, vendors, and product.
- Work with marketing and merchandising to ensure best placement and promotion of products and programs.
- Develop and implement food safety plans, including sanitation, training, product handling, tracking and communications for departments (except Deli and Bakery).
- Provide training and professional development to department heads and assistant managers, and support those activities within departments (except Deli and Bakery).
- Ensure safety procedures and inspections are in place for staff, vendors and others in compliance with all federal, state, and local regulations.

- Work with senior management to ensure re-certifications and compliance with county health codes, OSHA, and other outside agencies for entire store.
- Oversee consistent scheduling and discipline of bargaining unit employees in adherence to the collective bargaining agreement.
- Provide leadership in emergency/accident situations.
- Approach all decision making with environmental and social impact in mind, actively seek ways to improve sustainability efforts in day-to-day duties, and assist in implementing applicable sustainability initiatives.
 - *Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

COMPETENCIES:

- Bachelor's degree (B.A.) or equivalent from four-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience
- Proven success working collaboratively and effectively delegating responsibility in a team environment
- Proven success meeting triple bottom line goals in a grocery retail environment (people, planet, profit)
- Experience in planning, developing, and implementing systems, procedures and policies
- Experience in natural foods industry
- Experience working in a cooperative or other triple-bottom-line business structure a plus
- Ability to operate all equipment necessary to perform the job
- Excellent computer skills – proficient experience with Microsoft Office and Outlook
- Must be able to work independently and collaboratively in a highly professional manner
- Ability to think strategically as well as tactically, planning for the long-term needs while keeping near-term projects on track
- Experience implementing and managing budgets
- Proven ability to foster a diverse and inclusive workplace
- Ability to work closely and cooperatively with others
- Previous experience with retail operations and the retail grocery industry
- Demonstrated ability to multi-task, including organizational, prioritization, and time management skills
- Effective communication skills

WORK ENVIRONMENT:

Fast paced retail floor and kitchens. Work near moving mechanical parts (i.e. coffee/juice machines, ovens, slicers, mixers, etc.) and in cold/hot climate conditions (i.e. cooler or near stove). Ability to work in moderate and loud noise environments including, but not limited to: computers, paging, telephones, human voices, and machinery.

PHYSICAL DEMANDS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit and talk or listen. The employee frequently is required to reach with hands and arms. The employee is occasionally required to walk and use hands to finger, handle, or feel objects, tools or controls.
- The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.

POSITION TYPE & EXPECTED HOURS OF WORK:

This is a full-time position, Monday – Friday, based upon the needs of the store. Evening and weekend work may be required as job duties demand.

EEO STATEMENT:

North Coast Co-op provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, North Coast Co-op complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SIGNATURE:

This job description has been approved by all levels of management:

Manager _____

HR _____

*Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____