

POSITION DESCRIPTION –Food Preparation Supervisor

Title:	Food Preparation Supervisor	Status:	Non-Exempt/FT
Department:	Food Preparation	Reports to:	General Manager
Grade:	3	Salary Range:	\$18.91-25.53 Hourly

Summary

The purpose of this position is to oversee the prepared foods department. This person will be active in ordering, receiving, pricing, stocking, and promoting products for the prepared foods department to meet store goals for sales and margin.

Department Responsibilities

- Oversee all department operations, including budgeting, inventory, training, and assist with developing and implementing strategies related to profitability, expense control, inventory control, buying, and merchandising.
- Receive deliveries following established receiving procedures.
- Negotiate with suppliers for favorable prices, quality, and delivery; set item prices to achieve margin and sales goals while maintaining a competitive price image.
- Train kitchen staff in all areas of the kitchen, including but not limited to stocking, recipes, maintenance tasks, and procedures.
- Ensure department staff is informed of policy changes and maintain communication notebooks.
- Set item prices to achieve margin and sales goals while maintaining a price-competitive image.
- Adjust the menu to reflect seasonality.
- Coordinate purchasing for special deals and promotions to ensure adequate and timely supply of promoted products
- Maintain records and implementation for maintenance-related tasks within the department.

Customer Service

- Ensure a high standard of customer service store wide.
- Provide product information and educational materials to customers and staff.
- Understand and communicate the 'cooperative advantage' and membership particulars to shoppers and staff alike.

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must perform each essential function satisfactorily, with or without reasonable accommodation. The requirements listed below represent the knowledge, skill, and ability required.

- Experience supervising teams of up to 5 people.
- Accuracy, attention to detail, exceptional follow-through.
- Models, provides, and ensures customers receive prompt, friendly, and courteous service. Assist as needed with customer questions and resolve customer issues, concerns, and complaints. Provides training and coaching to staff as needed.
- Working knowledge of Microsoft Office programs; including Excel.
- Knowledge of National Organic Handling Procedures.
- Continues to learn and develop knowledge as it relates to the position, co-op, and industry.
- Acquire and maintain health department certifications as necessary.



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Education and Experience

- High school diploma or equivalent degree.
- Experience working in natural foods and cooperative models.
- Strong communication skills and able to communicate effectively with people from diverse backgrounds.
- Required two years of Food Preparation experience, with Food cooperative industry preferred.

Work Environment/Physical Demands

The physical requirements described here are those that an employee must meet, with or without reasonable accommodation to perform the essential functions of this job successfully.

- Ability to lift and carry up to 50 pounds frequently.
- Ability and stamina to work an 8-hour workday.
- Use of eyes (20/40 vision) 100% of the workday.
- Ability to hear 100% of the workday.
- Ability to speak 100% of the workday.
- Use of both hands to grasp, push, pull and hold objects 100% of the workday.
- Ability to stand up to 100% of the workday.
- Ability to walk up to 75% of the workday.
- Ability to sit up to 20% of the workday.
- Ability to bend, stoop, squat, kneel, climb stairs, and use ladders.
- Ability to reach and twist frequently and bend occasionally during the workday.
- Ability to use a dolly or hand truck to move products several times during the workday.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Instead, they are designed only to describe the general nature of the job. All associates of the Food Shed are considered "at will" employees. Scheduled work hours are solely to be based on business needs. The Food Shed Co-op is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment.