

Prepared Food Manager

Purpose

To develop a team and oversee the department according to company policy. Place orders and control inventory and pricing. To provide exceptional customer service and operational expertise.

Status

- Reports To: General Manager
- FLSA Status: Exempt
- Supervises: Deli clerks

Essential Responsibilities and Functions

- Leading and developing department staff
- Leading and overseeing food production and inventory management
- Ensuring high-quality prepared foods and excellent customer service standards
- Ensuring compliance with food safety and health department regulations
- Maintaining high standards of merchandising, displays, signage, and presentation
- Supporting and collaborating with peer departments
- Participating in community and store events
- Ownership of department sales, labor, and margin performance

Physical Job Requirements

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

- Ability to lift and carry up to 30 pounds frequently.
- Ability to lift and carry up to 50 pounds occasionally.
- Ability to be present and working in assigned area for up to 3 hours without rest.
- Ability to bend, stoop, squat, kneel, climb stairs or ladder.
- Ability to reach above shoulder height.
- Ability to talk and hear to communicate with customers.
- Finger and hand dexterity with ability to grasp and hold items of different sizes.
- Vision ability – close, distance, peripheral vision and depth perception.
- Ability to read register screen and product and shelf labels.

Working Conditions

The work environment described here is representative of the conditions an employee may encounter while performing the essential functions of this job.

- Frequent exposure to cold, hot, wet or humid conditions.
- Use of kitchen equipment, machinery, ladders, and production tools
- Exposure to fumes, airborne particles, hazardous materials ranging from natural to chemical (store products, cleaning products, scents from working in a public setting).
- Exposure to and potential handling of fresh foods including meats and seafood.
- Noise level in the store is usually moderate to loud.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Has previous management and staff leadership experience.
- Has 5+ years of retail deli or kitchen experience.
- Demonstrates strong organizational, analytical, and communication skills.
- Works effectively in a fast-paced, hands-on environment.
- Brings a strong customer service focus and positive leadership style.
- Has knowledge of food safety and sanitation standards.
- Is reliable, detail-oriented, and solution-focused.
- Has a strong interest in local food systems and cooperative values.
- Is comfortable working flexible schedules, including weekends.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.