



Job Posting

Prepared Foods Manager for Cooperatively Owned Grocery Store

Job Title: Prepared Foods Manager

Status: Full-time, On Site

Company: Bethlehem Food Co-Op

Location: Bethlehem, PA

Compensation: \$22 to \$27 per hour

Reports To: Operations Manager

Who We Are

We will be the first and only community-owned, full-service grocery cooperative in the Lehigh Valley! The store will be open to all shoppers year-round. We are currently building our grocery store at 250 East Broad Street, Bethlehem, Pennsylvania with a late summer 2024 projected opening. We represent over 1500 member-owners to encourage physical, social, and economic health by providing healthful, affordable food; emphasizing local, sustainable, humane, and natural food systems; and offering unique educational opportunities to the entire community. We are a diverse community that promotes diversity, equity, and inclusion in everything we do!

Why work with us?

You will be a part of the historic operating team that opens the Bethlehem Food Co-Op grocery store! You will have a significant impact on our organization and community. As Prepared Foods Manager, you will shape the department work culture! You'll collaborate to hire department staff and you'll manage day-to-day department operations. Go with us and grow with us!

Our leadership team is developing a comprehensive benefits package that includes PTO, staff discounts, health benefits, and more!

Job Summary:

We are looking for a motivated, collaborative, and creative Prepared Foods Manager to join our team at a fast-paced startup cooperative grocery store. As Prepared Foods Manager, you manage people, products, and processes to achieve positive outcomes. You are responsible for the department's revenue, expenses, and profitability. You achieve results through innovative product and programming development, efficient production, effective merchandising, strategic inventory management, and an uncompromising dedication to safety and sanitation.

Essential Duties and Responsibilities:

- Create goals and objectives that align with the organization's mission.
- Meet or exceed sales, margin, and labor goals.
- Develop and maintain a product line that is aligned with industry trends and the store's values for ingredients, freshness, taste, and health.
- Manage inventory efficiently, minimizing waste and ensuring freshness.

- Create and maintain attractive product displays and implement effective merchandising strategies.
- Lead by example, creating a friendly, positive, and attentive atmosphere for customers and employees.
- Collaborate with team members, other departments, and vendors to achieve operational excellence.
- Collaborate with HR and others to hire direct reports and department staff.
- Ensure the highest standards of safety and sanitation are met in all areas of the department.

Qualifications:

- 2+ years of experience in management of a prepared foods operation.
 - Experience with organic and natural food ingredients is a plus.
 - Knowledge of sustainable practices and cooperative principles is a plus.
- Strong leadership and team management skills.
- Excellent communication, problem-solving, and decision-making abilities.
- Desire to provide excellent customer service.
- Demonstrated ability to develop comprehensive food programming.
- Critical thinking skills with a willingness to learn.
- Ability to collaborate effectively with cross-functional teams.
- Must have or be willing to complete ServSafe Manager Certification.
- Proficiency with Word, Excel and, ideally, reciProfit or similar recipe costing and inventory system.
- Culinary Degree is a plus.

Physical Requirements:

- Standing for up to 8 hours.
- Sitting for up to 8 hours.
- Lifting and carrying heavy objects up to 50 pounds.
- Bending repetitively.
- Working in a fast-paced environment.

Working Conditions:

The Prepared Foods Manager must ensure a consistently exceptional experience in a fast-paced environment. Creating an excellent experience starts with good customer service and in-stock conditions, especially during critical times of service, particularly lunchtime, dinnertime, and weekends. Weekend work, holidays and occasional evenings will be required to support the needs of the business. As you build and develop your team, your schedule will have more flexibility. You achieve results through excellent follow-up and follow-through and a strong desire to help your team. You will have shared administrative office space. Occasional travel may be requested to attend conferences or events.

Note: This job description outlines the general scope of responsibilities and qualifications for the Prepared Food Manager in a cooperatively owned grocery store. Specific responsibilities and requirements may vary based on the store's needs.

To Apply:

Please submit your resume and cover letter to hire@bethlehemfood.coop with the desired job position in the subject line.

Bethlehem Food Co-Op is an Equal Opportunity employer. We provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, religion, sex, age, marital status,

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national origin, sexual orientation, citizenship status, veteran status, gender identity or expression, disability, or any other legally protected status. We prohibit discrimination in decisions concerning recruitment, hiring, compensation, benefits, training, termination, promotions, or any other condition of employment or career development.