



Store Manager Job Description

POSITION SUMMARY:

The Eastside Lansing Food Co-op (ELFCO) is excited to welcome a dynamic leader to manage and grow a year-round everyday grocery and food cooperative located in the new Allen Place Complex. We are looking for someone who is passionate about growing the local food system with experience and energy for building a vibrant community of staff, customers, and producers through incredible customer service. This position will help redefine and relaunch ELFCO, with a 40 year history, in a new direction embedded in the heart of a food innovation district. This position will have a significant impact on the core decisions and direction of the business, from staffing, product selection, financial planning, and decision making.

This position will work closely with the Board of Directors, which is elected by members of the co-operative.

ELFCO's HISTORY:

Our first food co-op began in 1976 as a small grocery store committed to serving the Greater Lansing community while providing access to healthy, local food. In 2017, after 40 years of business, our conventional co-op closed operations paving the way for this new consignment-based farm model!

A NEW OPPORTUNITY: Our new location in the Allen Place Complex will allow for intensive collaboration between ELFCO and Allen Neighborhood Center's (ANC) well-established food programs, including a farmers market, incubator kitchen, and multi-producer CSA. This collaboration will link ELFCO to mid-Michigan producers (both urban and rural) and food processors who are eager to take advantage of a robust marketing and retailing center to help meet the increased demand for local foods.

JOB FUNCTIONS:

- Help develop staff hiring, training, on-shift support, conflict resolution and exit interviews
- Oversee volunteer management, training, and expectations
- Oversee merchandising and store organization/cleanliness
- Manage the producer application process and product mix of the store

- Work with the Board of Directors to provide informative payouts to producers and proper daily bookkeeping procedures
- Develop and maintain standard operating procedures
- Participate in budgetary targets with the board of directors that balances the needs of the operation with the fiscal ability of the organization
- Keep store operations following food safety requirements
- Participate in regional and national food co-op events

REQUIRED QUALIFICATIONS:

- Create a mission-oriented and financially sustainable store operation that is engaging and enjoyable for staff, customers, and producers
- Grow a new and changing retail business
- Provide customer service to producers, staff, customers, and the board that focuses on building a positive store culture
- Sincere commitment to working within the co-op model and growing the local food community
- Experience following through on projects
- An understanding of store operations and MDARD requirements
- Work in multiple technological requirements
- Work physically in a retail environment (on your feet, bending, lifting, and moving)

DESIRED QUALIFICATIONS:

- Retail food management/Farmers Market experience
- Co-op management, decision making and budgetary experience
- Demonstrated experience hiring and managing a team of employees
- Demonstrated experience planning and managing volunteers
- Strategic planning experience

Compensation

- The salary range for this position is \$40K-\$45K
- Paid time off
- Medical benefits negotiable

Candidates should send their cover letter and resume to: admin@elfcoop.org

Your gender, your gods, your sex life, your skin color or your bigshot uncle don't make a difference here. Everyone is encouraged to apply. If you're smart and good at what you do, come as you are.