

Job Description for ECM Store Manager

The Espanola Community Market, a community-owned cooperative retail grocery store on Espanola's Main Street, is searching for a part-time startup store manager who will help to grow the Community Market from a year-old volunteer-run market open only 2 days per week to a fully sustainable grocery store open 4-5 days per week. The mission of the Community Market is to support local food producers (Espanola Valley as well as throughout New Mexico and Colorado) in order to provide Espanola Valley customers a healthy shopping option. Please read more about the Market at <http://www.espanolacommunitymarket.org>.

The part-time store manager will start as a 6-month contractor with the Community Market. No benefits can be provided at this time. However, if the store can expand its hours and revenue over the next fiscal year, this job has the potential to grow into a sustainable part-time to full-time position with increased hours and employment benefits.

The contracting position will pay \$15/hour, 20 hours per week, and start October 15, 2013 and end April 15, 2014. The hours will be flexible but need to coincide with the hours of the Market's operation. Deliveries are during the day, but the store is currently open in the late afternoon and on Saturday.

Please send your cover letter of interest and resume to espanolacm@gmail.com. Deadline for applications is October 1, 2013.

Job Requirements/Description:

1. Previous retail grocery management experience is a huge plus, as the store manager will be coordinating crucial operational aspects of the grocery store. For example, the position will require:
 - Management of store inventory of over 300 products, using online catalogs to create business plans for new product lines
 - Setting up an ordering system that tracks business with local vendors and farmers
 - Receiving deliveries from local food vendors as well as national food distributors
 - Setting up and tracking retail prices and margins
 - Maintaining food safety and proper handling of food products within the store
2. Proficiency in Microsoft Excel, Word, and retail Point of Sales systems and a comfort with computers is necessary. The position will require a considerable amount of data entry (at least 50% of the time). Writing skills are also a plus.

3. The manager must be dependable, on time, and have excellent managerial and organizational skills. The manager should have a desire to connect with diverse groups of people in the Valley. The market serves the entire Espanola Valley community and is currently volunteer-run by a dedicated group of 30 volunteers. Some organization and training of volunteers on store policies and procedures will be necessary. Also, the manager will need to find ways to work with the general public so that the store is inclusive and friendly. Spanish speakers are particularly encouraged to apply.
4. A knowledge of and passion for healthy food is a plus as the store is an educational center as well as a food outlet.
5. The manager will work independently but be responsive to oversight by the Community Market's Board of Directors.
 - Submit Market Status reports to Board every 2 weeks
 - Be aware of existing Market policies and take initiative in drafting new, or altering policies as needed
 - Attend Board Meetings if necessary (1x per month)