



## POSITION DESCRIPTION –Food Preparation Supervisor

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<b>Title:</b>	Food Preparation Supervisor	<b>Status:</b>	Non-Exempt/FT
<b>Department:</b>	Food Preparation	<b>Reports to:</b>	General Manager
<b>Grade:</b>	2	<b>Salary Range:</b>	\$18.91-25.53 Hourly

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### 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 to meet store goals for sales and margin goals in the following sub departments: Food Service, Grab n Go, Cheese and Specialty, Bakery and Beverage Bar.

### 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
- Address cashier, customer service, and store leadership concerns
- Responsible for reconciling credit card terminals, safe and cash receipts

### Department Responsibilities

- Oversee department staff in the Food Preparation Department in their work to stock and maintain the food service department
- Set preparation and stock priorities for Food Prep staff members
- Set item prices to achieve margin and sales goals while maintaining a price-competitive image
- Negotiate with suppliers for favorable prices, quality, and delivery; set item prices to achieve margin and sales goals while maintaining a competitive price image
- Coordinate purchasing for special deals and promotions to ensure adequate and timely supply of promoted products
- Train department staff on job responsibilities, including receiving deliveries following established receiving procedures
- Ensure department staff are informed of policy changes and maintain communication notebooks
- Curate SOPs for department staff
- Perform other duties as assigned

### 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
- Experience with Point-of-Sale systems required
- Ability to prioritize and manage multiple tasks or projects
- Knowledge of local, organic, and commercial growing practices
- Knowledge of National Organic Handling Procedures
- Accuracy, attention to detail, exceptional follow-through
- Communication skills: good listening and clear instructions
- Working knowledge of Microsoft Office programs including Excel
- Acquire and maintain health department certifications as necessary
- Understanding of and compliance with OSHA regulations.



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### Education and Experience

- High school diploma or equivalent degree.
- Three years of front-end grocery store leadership experience required.
- 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.*