



## **Employment**

Company Shops Market, Burlington, NC, is currently seeking a full time professional General Manager to open and operate our co-op natural foods grocery store, opening in early 2011. It is our intention to fill this position by mid September, 2010. If you are interested, please review our job description and send your resume, including professional references, along with a cover letter describing your desire to become part of our organization, a start-up cooperative grocery, to [gm@companyshopsmarket.coop](mailto:gm@companyshopsmarket.coop). Please view our website for more information about our organization at <http://www.companyshopsmarket.coop/>.

## **Introduction**

Company Shops Market is an organization created and developed by community members. We are working toward opening a full service natural foods grocery store and café that provides healthy locally produced foods. Until now, we have operated by volunteer effort; acquiring funding, finding new members, and creating systems to successfully open and operate our grocery. We are confident that our store will be opening by spring 2011. We are going to hire a professional and experienced general manager who will work with us to successfully open our store, and who will oversee the daily operation of the store upon opening.

The General Manager is given all authority and responsibility required to successfully operate the store.

## **Brief Description**

We're looking for a creative and flexible GM who can think outside-the-box to work with our diverse constituents (owners, owner-workers, paid staff, customers, Board of Directors and active committees) to make the most of the space we have and the resources available. The GM will be a leader who can develop our membership and focus energies on our mission to create "a place for people who value healthy food, a healthy planet, and cooperation." Qualified candidates should have experience and success in leadership, grocery management, natural foods retail, computer skills, and a background in budget and finance. People and management skills are required.

**Salary Range \$55,000 -\$60,000**

**To Apply**

Submit a current resume, professional writing samples and cover letter by August 15th to [gm@companyshopsmarket.coop](mailto:gm@companyshopsmarket.coop). In your cover letter, please detail your experiences and qualifications, as described below.

## **Job Description: General Manager**

### **I. General**

- A. In close cooperation with the Board of Directors and staff, oversee the total day-to-day operation of the Co-op's Burlington store and café. This includes financial management and reporting, financial planning and budgeting, hiring, staff management, retail operations, marketing, building maintenance and compliance with all federal, state, and local regulations and reporting requirements.
- B. Provide leadership and motivation on maintaining our identity as a co-op.
- C. Build sales and revenue, control costs, fund-raising, and develop membership. Lead the implementation of new ideas and initiatives within a co-operative organization.
- D. Communicate consistently and effectively with Board members, committees, customers, and staff.
- E. Develop and grow relationships with local growers and suppliers.
- F. Advise the Board on retail trends, co-operatives best practices, business opportunities, and operational shortcomings to guide medium-term and long-term planning.

### **II. Planning**

- A. Coordinate preparation of annual business plan and submit to Board. Plan to include: operating, capital, and cash budgets, marketing plan, wages and benefit package.
- B. Assist in the development of long range plans.
- C. Work with staff to establish performance objectives.
- D. Communicate regularly with Board President and assist in planning of Board meeting agendas.

### **III. Finance**

- A. Report monthly to Board on financial performance of the Co-op. Provide financial analyses of current operations and future plans. Analyze cash flows and report on trends.
- B. Monitor, take corrective action on and report on all budget deviations to the Board.
- C. Manage the Co-op's financial accounting, monitoring and reporting systems. Make recommendations for improvements.
- D. Ensure preparation of annual capital, operating and cash flow budgets by agreed upon times.
- E. Provide financial analysis and advice on strategic initiatives and alternatives as requested from time-to-time by the Board.
- F. Oversee the expenditure of budgeted capital funds. Submit requests to Board for emergency and other non-budgeted capital expenditures.
- G. Keep abreast of the status of all debt obligations, including mortgage, bank credit, bank loans and member loans.
- H. Recommend a schedule for periodic auditing of bookkeeping and financial management. Conduct internal audits and ensure that approved external audits are conducted. Interface with auditors and report results to Board.
- I. Serve as a member of the Finance Committee.

### **IV. Operations**

- A. Ensure compliance with all applicable Federal, State, and Local laws: business licenses, permits, health regulations, employment security, etc.
- B. Oversee plans for store layout and product locations for shopping and stocking efficiency.
- C. Ensure maintenance of a positive and pleasant shopping and working atmosphere in the store.
- D. Oversee maintenance and repair of building and equipment.
- E. Oversee computerization of appropriate co-op operations.

- F. Oversee negotiations with contractors for possible remodeling and major repair and maintenance projects.
- G. Delegate operations as much as possible consistent with maintaining appropriate oversight.
- H. Maximize store sales and profitability.
- I. Oversee scheduling of all staff and integration of staff and member-worker schedules.
- J. Ensure that member-workers are valued and have a positive work experience.

## **V. Personnel**

- A. Develop and perpetuate a strong, cohesive staff team while maintaining low employee turnover.
- B. Implement and maintain effective communication systems to obtain advice and support for decisions that affect people's jobs and major policy changes.
- C. Hold regular staff meetings, leading them in a productive and efficient manner.
- D. Ensure compliance with all applicable Federal, State and Local laws regarding worker's comp.
- E. Deal with conflict proactively and constructively.
- F. Ensure ongoing review of personnel policy using staff input.
- G. Ensure up-to-date job descriptions for all staff positions.
- H. Ensure appropriate personnel fill all staff positions.

## **VI. Marketing**

- A. Market the store to the community with the intent to increase sales and membership.
- B. Work with the Marketing committee to plan events.
- C. Coordinate store information with Website.
- D. Plan and manage store promotions.
- E. Design and maintain a marketing campaign to maximize local involvement.