



WANTED:

General Manager

for an awesome cooperative cafe & market in SE Portland

Who we are: Know Thy Food Cooperative (KTF) is a market, cafe and food-buying club in SE Portland's quaint Brooklyn neighborhood. Our mission is to serve the needs of the local community by providing healthy, fairly priced, and locally sourced food in a welcoming, friendly setting where friends, families and neighbors can shop, eat, and gather. You can read more about our values [here](#). We are operated by a volunteer board of directors, and roughly 9 staff members. We have approximately 500 member-owners, and an annual revenue of over \$700,000.

Who you are: You are mission driven. You believe your choices matter. You believe in local, sustainable economies. You believe in the triple bottomline -- people, profit and planet.

We need someone who knows when and where to cut costs -- and when and where not to. You understand how to maximize profit margins yet not sacrifice values. You are sensitive to labor costs, but you are also sensitive to staff. You have experience growing a business or other enterprise before -- this can include an internship or volunteer experience. You have at least some experience and comfort with budgets, financial plans, and basic accounting conventions. You deliver excellent customer service and can lead a team to do the same. You like to document everything. You like organization. And you like collaboration.

Detailed job description: The main job duty of the general manager is to direct and coordinate all aspects of the cooperative and implement ends policies as set by the board of directors. The general manager is the liaison between the board of directors and the employees/staff. Board members are elected by the membership.

Responsibilities include but are not limited to:

- Build upon established organizational goals, performance objectives, guidelines and best practices that are based on Board Policy
- Oversee operations in human resources, marketing, financial health, and daily store operations
- Work with managerial team to set and enact guidelines of store conditions, customer service, staff training, store design, merchandise, scheduling, equipment, safety, and member communication
- Oversee department managers in planning and performance to achieve goals and objectives
- Collaborate with board treasurer & bookkeeper to prepare and enact annual budget
- Hire, terminate, manage, and develop staff members
- Attend board meetings and communicate with board and staff

Qualifications

- Minimum two years of retail management experience, preferably grocery management
- Experience with operating, capital, and cash budgeting
- Computer literacy
- Respect and support for the cooperative governance process
- Ability to effectively multitask and make decisions based on logic
- Dedication to local foods, supporting local farmers, and an interest in furthering knowledge related to local foodshed

Desired Skills

- Familiarity with Quickbooks online, retail point of sale systems, Google Drive, Microsoft Office, and Slack
- Proven ability to build lasting relationships
- Capacity to assess risk and project return on investment

Compensation

- Three month trial period
- Salary range \$15-18/hr (1-2 month training period = \$12-13/hr)*
- Observed holidays for Thanksgiving, Christmas, and New Year's Day

Please send a cover letter (max 1 page) and resume (max 2 pages) to board president nataliepdx [at] gmail [dot] com. Applications will be accepted on a rolling basis until we find the right candidate, but we hope to have the position filled by April 30.

Know Thy Food Cooperative Cafe & Market provides equal employment opportunities to all, regardless of race, color, religion, national origin, ancestry, sex, age, marital status, sexual orientation, disability, or veteran status.

Job Type: Full Time.

*The salary is not as high as we would like to be able to offer. However, we are still a young cooperative, and this is what we have to work with. We also recognize this means we will get applicants who are early in their careers, and we welcome that. You may not be able to check every desire on our list. But if you are interested and motivated, please apply.