

Job Available



Title: General Manager

Hourly Pay:\$25-35 based on experience

Hours: 35-40 hours per week

About MOON:

Miami Oxford Organic Network (MOON) in Oxford, OH, is seeking a Grocery Store Manager for its 12+ year-old, 2,600 total square-foot cooperatively-owned natural food grocery store and deli. The store is known for its friendly, welcoming environment. Working with a dedicated, collegial staff of 12 to serve our enthusiastic shoppers, the Store Manager advances MOON's mission of building sustainable lifestyles among residents of our community. Oxford, situated 40 miles northwest of downtown Cincinnati and 45 miles southwest of Dayton, is also the home of Miami University. The student population of 17,000 combined with approximately 9,000 permanent Oxford residents provides the feel of a small-town community with the vibrancy and cultural opportunities offered by a major university.

General Manager: The General Manager is responsible for all aspects of the operation of the store. The General Manager is responsible for inventory management, and ensures the store meets sales, gross margin, and expense goals. Creating and maintaining strong relationships with suppliers, including small, local suppliers is a key role. The General Manager leads and manages the small staff that keeps the co-op working, creates schedules for the store staff, builds professional communication practices, ensures compliance with the employee handbook, hires employees, and makes day-to-day decisions. The General Manager reports to and works directly and collaboratively with the MOON Board (an elected group representing the member-owners). Additionally, the General Manager is an active role, with time spent on the floor, at the register, stocking and cleaning shelves, and providing excellent customer service. A passion for high-quality food and customer service in this community-focused environment are core values required for this position.

Qualifications:

- Minimum of 5 years grocery store management experience, including all aspects of financial management, expense control, and budgeting
- Minimum of 7 years of retail merchandising experience, preferably in grocery, or in an independently-owned small business
- Creates strategies to increase sales, improve profits, and support excellent customer service
- Effective merchant - ability to take proactive approach to store merchandising, inventory control, supplier relationships, product presentation, and store cleanliness

- Strong grocery store operations knowledge - ability to manage maintenance of all aspects of the store facility
- Human Resource Management experience– experience with best practices for hiring, staff communication and training, and corrective action.
- Professional communication skills– ability to foster a culture of respectful and effective communication in multiple modes, including in-person, over text, phone and email
- Computer literacy, including experience with retail POS systems and associated reports.
- Commitment to friendly and effective customer service in a retail setting
- Ability to be a ‘team player’ while leading a small team
- Knowledge of food safety laws and practices

Preferred:

- Interest in high quality food (organic, local, scratch-cooking, special diets, etc)
- Being ServSafe certified is a plus
- Experience with ECRS Catapult system

Physical Demands/Working Conditions:

- Ability to sit, stand, walk for 8 hours/day, on average.
- Ability to lift up to 50 lbs.
- Ability to use hands for keyboard, pulling and pushing standard carts for hauling product.
- Ability to bend/ reach on a daily basis
- Regular predictable attendance.
- Willingness and ability to learn to meet the changing requirements of the job.

To apply, please send a resume and cover letter to the Board of MOON Co-op mooncoopboard@gmail.com. We will begin reviewing applications January 3, 2025.

We regret that we are not able to provide relocation assistance for this position.