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## JOB POSTING

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### WHAT IT IS

Prepared Foods Manager

### YOUR COMMITMENT

Full-Time

### WHAT YOU'LL EARN

\$60,000.00 - \$70,000.00 Annual Salary

### HOW IT IS SCHEDULED

- Opening, Closing, and Mid shifts
  - AM shifts: 6 to 7 am (based on 9 AM opening and setting priorities for team)
  - PM shifts: till 7 pm (based on 6 pm close; one hour to close store)
  - Mid: 8 to 4 or 9 to 5
- Store hours: 9am to 6pm, Tuesday through Sunday. Closed Mondays.
- 1 weekend day required each week.
- Summer, Fall and Holidays will require a commitment.

### WHO WE ARE!

The Woodstock Farmers' Market is the area's premier year-round, fresh food-focused market/grocery store. We are committed to creating and selling the best products sourced locally and globally, ethically, and sustainably. We hire only the most service-oriented people who appreciate a fun, fair, drama-free workplace, and share our core values:

- **Come with an empty cup:** having humility.
- **Sit at the table together:** being collaborative, non-judgmental.
- **Do the right thing—always:** being honest, accountable and have integrity.

- **Always hungry:** relentlessly getting stuff done.
- **Fish Cakes:** thinking outside the box to creatively solve problems.
- **Bright side:** seeing life with the glass half full.

## YOUR RESPONSIBILITIES

To prepare delicious, beautiful food utilizing as many local products as possible and incorporating as many products transferred to the kitchen from other departments as possible. We make bountiful and creative food from scratch, offering new items as well as long-time Market favorites. By working in tandem and partnership with the deli and bakery staffs, we provide great service to our guests and each other.

## OF UTMOST IMPORTANCE

- Plans, directs, and coordinates operations of Prepared Food department.
- Participates in all facets of the department including ordering, pricing and costing, inspecting for quality, cooking, daily merchandising of cases.
- Schedules staff, organizes, and supervises shifts and workload: sandwich line, entrees, grab and go consumer items, catering (limited), and salads (deli salads, green salads)
- Appraises staff performance and provides feedback to improve productivity.
- Maintains a strict standard for food safety protocols, including basic sanitation and cleanliness.
- Orders/purchases from multiple vendors/wholesalers/farmers.
- Coordinates food planning with Prepared Foods Manager at our Waterbury location.
- Constructs daily/weekly menus; creates holiday menus and menus for online catering.
- Manages inventory quality and quantity, including proper product rotation.
- Works directly with the Produce Manager on the timing of produce spoilage and processing those as transfer items to the kitchen for food preparation.
- Assists the Bakery Manager when necessary.
- Responsible for financial success in sales, cost of goods sold and staff budgeting; adhering to and establishing annual visions, sales and COG goals and project objectives for department based on annual Market vision and strategy.
- Monthly, weekly and day planning which requires quick decisions and good relationship/communication with team, Operations Manager and Integrator and Bakery manager.

*As is more often than not the case, keep in mind that “of utmost importance” describes the general nature and level of work performed in your job. They should not be construed as an exhaustive listing of all job duties and responsibilities by employees so classified. Job descriptions are subject to change at any time.*

## WHAT YOU'LL NEED TO SUCCEED

- College degree a plus. 3-4 years kitchen experience required.
- 2+ years' managing a commercial kitchen required.
- Must be comfortable working in a very busy, tight workspace.
- Ability to remain calm under pressure.
- Outstanding judgment and decision-making: ability to judge quality as well as daily priorities.
- Happiness and Steady Demeanor—ability to adapt to changing situations, cheerfully and with grace.
- Positive demeanor and team-oriented attitude.
- Love of giving great service.
- Strong computer skills.
- Strong math skills.
- Strong organizational skills.

## PHYSICAL REQUIREMENTS

- Frequently raise or lower objects up to 40 pounds from one level to another regularly.
- Remain on feet in upright position for continuous periods of time.
- Walk throughout store, including to other buildings and outdoor areas.
- Exerting force on a regular basis so object is moved to or from team member.
- Carrying objects up to 40 pounds on a regular basis.
- Grasping and/or picking up objects.
- Regularly reaching for objects.
- Bending forward by bending at waist or bending legs and spine.