



Job Description – Tri-Cities Food Co-op Manager

The Co-op is currently accepting applications for a Food Co-op Manager. We are a member-based, natural foods retail cooperative located in Richland, WA. We have a strong commitment to support local and organic producers. We also carry a wide range of eco-friendly items such as bulk products and refillable containers to reduce waste. The Co-op has a community space with a coffee bar and café, and room for community meetings and events such as classes, art shows and live music. We have our licenses for on-site sales of beer and wine in the store and at the café for consumption in the community space. The Co-op has over 1,000 members and a Board.

Experience and Responsibilities:

- An understanding of retail financial concepts, including pricing mechanisms, margins, and operating budgets, and the application of these concepts in day-to-day store management.
- Ability to maintain accurate sales and inventory data in the POS and associated systems.
- Previous grocery or similar high-volume retail experience; including point of sale use, inventory tracking, product merchandising.
- Experience supervising, hiring and managing staff in a food service or retail setting.
- Solid computer literacy, including Microsoft Office Professional products (Excel, Word) and modern POS Software (Shopify and associated apps, or similar).
- Effective verbal and written communication skills.
- Ability to oversee staff activities for the coffee bar, cashiering, social media posts, and events.
- Familiarity with natural foods, food production practices, and a variety of dietary needs.
- Willingness and ability to establish connections with local and organic farmers and producers.
- Skill at creating and maintaining an attractive store including displays and oversight of maintenance and repairs.
- Ability to work with little or no supervision and under deadlines.
- Ability to work a flexible schedule to meet the needs of the business.
- Demonstrated ability to effectively multi-task with strong attention to detail.

The pay range is \$45,000- \$55,000 depending on qualifications and experience. The compensation package includes medical and dental insurance, paid time off, paid sick leave, retirement and additional incentives. This position is an opportunity to shape a Co-op from nearly the ground up. If you are a roll your sleeves up and jump into it kind of person, this could be your job. Our Co-op is small but growing; you can grow with us.

To apply for or inquire about the Food Co-op Manager position, please send a cover letter and résumé with three professional references to tcfcoop4@gmail.com