

January 5th 2019

The Potsdam Food Co-op is Hiring!

We're looking for a Prepared Foods Manager, a leader who can maintain and enhance our bakery while bringing fresh ideas and inspiration to our deli. Read below to learn more about New York's North Country region and the Potsdam Food Co-op's history or skip to the next page for a more detailed outline of the job.

New York's North Country Region stretches from Lake Ontario to Lake Champlain, with the St. Lawrence River and the Quebec border forming the northern boundary and the Adirondacks the southern edge. Sandwiched between these features is a rolling landscape of rich farmland and overgrown pastures dotted with small towns. Rural and relatively low income, the economy was once primarily agricultural but is now led by government, healthcare, education, and outdoor recreation. As commercial agriculture faltered in the last century affordable land made the area an appealing place to settle, bringing both hippie homesteaders and Amish farmers. A new generation looking for good land and a possible refuge from climate change are now putting down roots in the North Country. Factors like rich soil, a cool climate, and abundant water seem likely to preserve a high quality of life even with an uncertain future. Local colleges and easy access to Ottawa and Montreal allow residents to participate in diverse and cosmopolitan culture while maintaining a rural lifestyle.

The Potsdam Food Co-op, central to the local food scene since the seventies, continues to lead the way in the twenty teens. Located between Clarkson University and SUNY Potsdam in the heart of the historic village, the co-op serves as a hub for St. Lawrence Valley farmers and discerning North Country consumers. In 2002 the co-op launched its own bakery in the renovated carriage house behind the store. Centered on a massive wood-fired oven, the Carriage House Bakery is the premier source for local handmade bread, featuring crusty whole grain loaves, sweet treats, and savory knots and pockets. The bakery's kitchen has evolved to produce an array of deli items including sandwiches, wraps, cold salads, and hot soups. After nearly twenty years of hard work and innovation, our bakery and deli products routinely rival the popularity of co-op grocery staples.

In 2019 the Potsdam Food Co-op is taking stock and laying the groundwork for further success. The co-op seeks a passionate and experienced manager to lead this reevaluation and help shape the future of food in the North Country. More than just maintaining and honoring the history of quality baking, the ideal candidate will have a drive to improve and elevate, taking the co-op's kitchen to new levels. This is a major professional opportunity to take charge of a commercial bakery and kitchen with a well-established market, managed as part of a community orientated cooperative business. Our kitchen supports the viability of daily operations and contributes to the co-op's collective efforts to create positive change as outlined in the ends policy below:

The Potsdam Food Co-op exists so that:

Everyone in our community has reliable access to local, organic, and healthy food.

North Country farmers and producers have a stable, honest, and robust marketplace.

Customers have a welcoming place to shop, interact, and participate at many levels.

Community members have a model of environmentally respectful practices and cooperative ownership.

Required experience and skills:

kitchen personnel management of a team of eight or more (hiring, training, scheduling, quality control)

kitchen expense management (manage orders, calculate prices for retail and wholesale, monitor labor)

verbal and written communication as part of a team (keep up with email, attend meetings, talk with staff)

excellent customer service, retail and wholesale (polite, prompt, and organized on the phone and in person)

commercial baking (emphasis on artisan bread, wood fired ovens, supplying restaurants and retail)

kitchen/bakery equipment maintenance (scheduling repairs, planning for new equipment, regular cleaning)

maintaining compliance with all relevant rules and regulations (health department, weights and measures, etc.)

monitoring sales and maintaining appropriate production schedule (generating reports from POS system)

Desired (but not required) experience:

working as part of a cooperative business

managing a deli/bakery as part of a retail grocery setting (merchandising, manage outside product)

sourcing organic, local, healthy, speciality diet (vegan, GF, paleo, keto, etc.) ingredients

starting (or substantially overhauling) a kitchen business; building sustainable systems from the ground up

experience with local agriculture, place-based cuisine, seasonal fare, farm to table restaurant culture

What we can offer:

full time position with health insurance benefits, vacation time

pay range from ~\$15 an hour to a \$3800+ annual salary, depending on experience and qualifications

20% staff discount for your household on most products for sale in the co-op

leadership role in a dynamic local business with an active and engaged customer base

job as part of a cooperatively owned and democratically run organization

opportunity to shape the future of the co-op's prepared food program

long standing connections with local producers and distributors

reliable wholesale customers, including premier local restaurants and retailers

How to apply:

The Potsdam Food Co-op will accept applications until this position is satisfactorily filled. While this document remains posted on the co-op website (in the Employment section) the position remains open. To apply for the job please submit your **resume**, a list of at least **three professional references**, and a **cover letter** introducing yourself. Include your experience with food and cooking, outline specific qualifications and describe your passions. Tell us why you're the best candidate, why you're excited about this job, and maybe even sketch out your vision for the future of the co-op. If written communication isn't your strength remember that the letter is just one part of the application process, your work experience and the interview will be equally important in making a final decision.

Please email your application materials to **generalmanager@potsdamcoop.com** or drop off a hard copy with a cashier in the store. If you are emailing make sure all required documents are included in your email and saved in a standard format, like .doc or .pdf. If you're delivering your application to the store please make sure it is clean, clearly legible, and includes accurate contact information.

The ideal candidate will combine the technical experience we need with a passion for excellence and a drive to innovate. Applications will be reviewed as they are received and select candidates will be contacted to follow up with an interview (ideally in person but via Skype if necessary). If additional information is required the general manager will communicate with applicants via email, please include a regularly monitored email address. The goal is to hire a manager by February but it's possible that the process will require more time. Anyone with questions about the job or the hiring process is encouraged to communicate directly with the general manager. Copies of the current employee manual will be provided upon request.

Disclaimer:

This is a job. It will be difficult at times. Long hours on your feet in a hot kitchen or a cold walk-in. Early mornings and late nights, sometimes back to back. Regular heavy lifting, stair climbing, and dough kneading. Unexpected equipment failures, power outages, and treacherous weather. Cranky co-workers, irritated customers, uncooperative co-op members. Dealing with people will be a big part of this job and dealing with people can be difficult. Unlike some kitchen roles this job will have a significant public relations component and candidates need to be prepared to (sometimes) serve as the face of the co-op. It is understood that no job description can fully include all responsibilities of the job, nor can it adequately express the attributes and expectations required in a Potsdam Food Co-op leader. Further, based upon changing needs of the department and store, the General Manager or designate can and will add responsibilities or tasks as needed.