



# We're Hiring!

## Grocery Department Manager

We are seeking a healthy and energetic member of our community to manage the co-op's grocery department & help us create and nourish a healthier environment, healthier people, and a healthier community!

Enjoy the rewards of an active job that lets you work out while you work and provides a 20% discount on healthy local, organic, and natural foods, alternative commuting and fitness benefits, and Paid Time Off.

The Grocery Manager reports to the Merchandising & Communications Director, ensuring that products are properly received, rotated, and stocked, delegating work duties and upholding performance standards for a department staff of 5-7 employees.

*This is a full-time, non-exempt, 40 hours per week position.*

Pay is negotiable and dependent upon experience, education, and the capacity and creativity to grow the department, which is responsible for over 50% of the co-op's sales.

*Women, members of ethnic minorities, and/or persons age 40 and over are strongly encouraged to apply.*

Qualifications:

- Available to work early mornings and weekends.
- Good computer, typing, and online research and ordering skills. Working knowledge of Microsoft Excel and Word.
- Outstanding customer service skills, including experience with diverse cultures and backgrounds.
- Familiarity with local, natural, and organic foods.
- Experience with ordering and receiving.
- Experience developing and maintaining policies, standard operating procedures, and systems.
- Proven ability to handle multiple demands, work under time pressures, and meet deadlines.

Stop by the Customer Service Desk for an application or find it, along with the job description and benefits of employment, on our website: [www.threeriversmarket.coop/employment](http://www.threeriversmarket.coop/employment)

*Ready to apply?* Submit a completed Three Rivers Market Job Application, résumé, and a brief cover letter to the *Customer Service Desk* inside the store

Serving East Tennessee for over 35 years, Three Rivers Market is not-for-profit, community-owned business committed to growing an alternative, local economy. We are guided by a set of values and principles that emphasize fair and honest business practices and concern for our community.

All employment at Three Rivers Market is based on individual merit, qualifications and competence of the applicant without regard to race, national origin, creed, age, religion, sex, gender identity, disability, sexual orientation, marital or veteran status. We offer meaningful work as well as career opportunities.