



**Position Available: General Manager**

**Reports to: Board of Directors**

**Compensation: \$18-21/hour**

**Time commitment: 20-25 hrs/week on average**

**Application Process:** Send resume and cover letter to Bayfield Foods PO Box 412 Washburn WI 54891.

For questions contact Brian Clements at [northcroftfarm@gmail.com](mailto:northcroftfarm@gmail.com)

The Bayfield Regional Food Producers Cooperative DBA (Bayfield Foods) is looking for a self-motivated and results-driven general manager to direct and manage our organization's business activities and to develop and implement effective business strategies and programs.

Anticipated workload is 20-25 hours per week on average with potential for additional hours if desired in packing and delivery. Schedule is partially flexible.

Duties for the general manager will include developing and managing budgets coordinating business operations, scheduling and directing staff, managing and tracking operational costs, ensuring good customer service, improving administration processes, engaging with customers, hiring and training employees, maintaining records, and developing new business opportunities. The General Manager will report directly to the Board of Directors and is expected to prepare for and attend monthly meeting.

The successful candidate for this role should possess an entrepreneurial spirit, be organized, possess excellent communication skills, knowledge of the local food economy, strong budget management skills, willingness to confront new problems, and have the ability to respond decisively. Experience working with a cooperative and board of directors is preferred but not required. The general manager will be accountable for all business activities including supporting staff and member producers, enhancing efficiency, increasing revenue, maintaining relationships with customers, enhancing the organization's image, and meeting overall growth objectives.

**General Manager Requirements:**

- Degree in business management, sales and marketing, or 3-5 years relevant experience in the field
- Experience in the local food economy
- Strong leadership qualities.
- Excellent communication skills.
- Highly organized.
- Strong work ethic.
- Good interpersonal skills.
- Meticulous attention to detail.
- Computer literate.
- Proactive nature.
- Willingness to work flexible hours

- Experience working with boards and cooperatives
- Ability to lift up to 50 pounds on a repeated basis.

General Manager Duties:

- 1) Bringing on new producer members
  - Information for new members
  - New member contract, code of conduct, W-9 form, bylaw and policy packet
  - New Member orientation
  - Connecting new members with programs
- 2) Scheduling and Oversight of employees/ members
  - Delivery Drivers
  - Farm to Doorstep Manager
  - CSA manager
  - Wholesale salesperson
  - Packing
- 3) Develop Marketing Plan and execution
- 4) Budget Development and implementation
  - Tracking expenses and income
- 5) Developing Board Agendas
- 6) Scheduling meetings
- 7) Hiring employees in conjunction with the Board of Directors.
- 8) Developing new sales outlets.
- 9) Filling in as needed when employees/members are absent.
- 10) On call during delivery hours and solving issues as they occur
- 11) Ensuring members are up to date on current pricing and markups
- 12) Record keeping and maintaining electronic and paper files.
- 13) Customer communication (newsletter information, recipes, etc)
- 14) Developing new sales outlets
- 15) Identifying structural issues and other ways to make Bayfield Foods run more efficiently.

The Bayfield Regional Food Producers is an equal opportunity employer and does not discriminate on the basis of race, color, ethnicity, age, gender, sex, sexual orientation, religion, membership in an employee organization, marital status, disability, past or present military service or any other non-merit-based factor.