



JOB POSTING: MARKET COORDINATOR

Hot Bread Kitchen creates economic opportunity through careers in food. We achieve our mission through our programs: Bakers in Training, a 6 month, paid on-the- job training program in bread-baking for low-income women from East Harlem and around the world and HBK Incubates, a culinary incubator that provides licensed commercial kitchen access and business development support for food entrepreneurs.

We seek a strategic and enthusiastic sales professional with an entrepreneurial spirit, a passion for the baking industry and someone who wants an exciting opportunity to be part of a passionate and growing company. The Market Coordinator will be responsible for managing all aspects of our Greenmarket stalls, driving sales, creating promotional programs and managing Greenmarket staff. This position will report to the Sales Director and is a full time hourly position that will support Hot Bread Kitchen's Sales Team in attaining our ambitious goals for growth in 2017 and beyond.

RESPONSIBILITIES

HUMAN RESOURCES

- Oversee all aspects of running 12+ weekly Greenmarket sites, to include: staffing, scheduling, setup and breakdown of equipment and display, tracking inventory levels, market demos & promotions, and cash handling.
- Recruit and manage all Hot Bread Kitchen retail market staff and their performance; ensure that staff are trained and in compliance with Hot Bread Kitchen's and Greenmarket's policies.
- Provide daily breaks & support to all staff on scheduled workdays. Secure coverage or work full shifts in the field when markets are short-staffed.
- Responsible for comprehensive training of all new staff and carry out regular in-the-field trainings & staff meetings for existing staff. Ensure staff can demonstrate an excellent level of customer service, bread knowledge, and organizational understanding at all times.
- Work to establish and enforce consistent aesthetic across all retail outlets; ensure that market staff maintain cleanliness of booth, bread display and entire work area. Ensure that products, signage, and HBK mission information are updated and attractively displayed.

MANAGEMENT/ADMINISTRATIVE

- Write weekly staff schedules and approve weekly timesheets using Paycom software.
- Manage bread orders for Greenmarket locations and adjust as necessary to control waste and maximize sales. Monitor waste and sell-out times on a weekly basis
- Manage Greenmarket budget. Work to control staffing costs and collaborate with Operations Director to streamline market-related purchases.

SALES

- Work to exceed budgetary and sales goals for 2017; monitor and report on weekly progress.
- Develop seasonal calendar of bread promotions and in-market events. Coordinate with Greenmarket managers and market staff to plan & promote events, demonstrations, and seasonal products.

FINANCIAL

- Monitor accuracy of and reconcile POS entry, bank deposits, and inventory levels on a weekly basis for all market and retail locations.
- Responsible for accurate cash handling and ensuring all staff is thoroughly trained in deposit paperwork and procedures.
- Make weekly bank withdrawals and supply accurate change denominations for all markets.

REQUIRED SKILLS & ABILITIES

- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds.
- Familiarity with Microsoft Excel; ability to learn new software systems (Zbake, Salesforce, Paycom)
- Excellent interpersonal & customer service skills. Ability to read, write and speak in English is required
- 2+ years of supervisory and customer service experience in food service or food retail
- Must be organized, detail-oriented, punctual and reliable. Flexibility in working weekends and holidays
- Has ability to stand on feet all-day and work in all weather conditions throughout the year
- Knowledge of proper health & sanitation guidelines
- Valid drivers' license and clean driving record

SCHEDULE AND COMPENSATION

This is a full-time hourly position requiring both weekday and weekend hours; overseeing Greenmarkets and our retail store, Almacén, as well as administrative work in office. Schedule will vary depending on scheduling needs and season. Fulltime employees are eligible for benefits including paid vacation and holidays, paid sick leave, health/dental/vision packages, short-term disability and retirement savings. Our Greenmarket staff qualifies for our commission payout program, commuter benefits and partial cell phone reimbursement.

TO APPLY: Applications must include a cover letter, resume, and salary requirements and should be sent to: HR@HotBreadKitchen.org. Please include "Market Coordinator_Your Name" in the subject line.

Hot Bread Kitchen is an equal opportunity employer and is committed to promoting a diverse workplace.