**Prepared Foods Manager**

**Position Description and Essential Functions**

The Prepared Foods Manager is responsible for the overall leadership of the catering, bakery, and deli/café departments that make up the Prepared Foods business unit of Crossroads Market. This position works in a co-management function with the Grocery General Manager and Marketing Manager.

**Job Requirements**

* Develop a business unit budget and sales strategy. Manage the business unit to meet budget, sales goals, and increase awareness and profitability for Crossroads Market.
* Responsible for the catering production and service scheduling and job management. This includes meeting with potential customers, external catering sales, delivering quotes, taking orders, scheduling events, ensuring accurate and timely invoicing, and job follow-up.
* Ensure department leads know and understand expectations and requirements of job responsibilities. Each lead must be on board with the business strategy of Crossroads and carry out the mission. This position will delegate to department leads and empower each to be leaders, efficient, and cost-conscious.
* Scheduling all Prepared Foods staff, utilizing input from department leads, sales history data, and peak times reporting. Reviewing and approving employee time off requests.
* Manage payroll and staffing for the Prepared Foods departments and provide to Corporate. Manage payroll expense via data and reporting. Schedule, cross-train, and develop a cohesive business unit.
* Overall management of prepared foods inventory, ordering, and supplies. Work closely with Grocery General Manager and other leads to meet corporate financial strategies.
* Conduct individual department and Prepared Foods business unit team meetings.
* Ensure nutritional aspects are displayed correctly.
* Ensure ingredients and costs are accurately accounted for and programmed into the system.
* Follow and comply with all applicable procedures and regulations, including Weights and Measures, FDA, health and sanitation, Department of Labor, ADA, HAACP, OSHA, and safe work practices.
* Work alongside Grocery General Manager and Marketing Manager on overall company strategy, cross-training, efficiencies, and marketing initiatives.
* Provide information to Marketing Manager for weekly ads and specific marketing initiatives. Analyze weekly ad reports, P&L reports, and other metrics to make pricing and promotion strategy decisions.
* Work with Corporate HR on recruitment and retention. Utilize HR and co-management team to assist with the onboarding process. Build a positive work environment of outstanding teamwork, mutual respect, effective and timely communication and exceptional morale.
* Work with the COO, Marketing Manager, and other executive management to investigate, develop, and launch a wholesale production and distribution business unit.

Reports to Chief Operations Officer

Direct Reports include: Catering Lead(s), Bakery Lead, Deli AM and PM Leads, Café staff

Expected Work Schedule: Monday – Friday, weekends as needed. It is expected working weekends translates to time off during the week to ensure quality of life.

\* The above list is not an all-inclusive list of duties and/or requirements.  You will be expected to perform various tasks as required by the customer.  As business objectives changes, so too may the duties.