



**Now Recruiting:** Assistant Managers

**Start Date:** October-November 2021 depending on location

**Duration:** Permanent

**Responsible for:** Overseeing the daily operations of a Locavore shop: ensuring the smooth running of our shop whilst motivating your team, supporting sales and profit growth; and establishing our place within the local community.

**Hours:** 37.5 per week

**Pay and Benefits:** £21,645pa, 25% discount across all locations, contributory pension scheme, Cycle to Work scheme and much more

**Location:** We are recruiting for our new shops in Edinburgh and Kirkintilloch as well as our existing shops around Glasgow



We have been shortlisted in the Social Enterprise Awards Scotland!

#SoEntAwards21



**About Us:** We are a social enterprise which exists to build more sustainable food systems which are better for people and planet. Our mission is to use food to build a better future and to create viable alternatives to traditional supermarkets which dominate our food systems and contribute to many big social and environmental problems; from excessive food miles and unacceptable waste; to modern day slavery and destruction of habitats. All while providing often bad food through a model that doesn't really contribute anything to their local economies or wider society.

We're the opposite of this and want to use food as a vehicle for social good, environmental regeneration and community wealth building. Our models puts local, organic and zero waste food at the core of what we do while placing huge importance on fairness in the supply chain and our wider social and environmental impact.

We established in 2011 with a tiny shop on the south-side of Glasgow and since then have expanded and diversified into a business employing over 100 people with bold plans to build the future of food. Our activities include:

- Running our three shops in Glasgow which are located in Govanhill, Partick and Garnethill. Over the next 2 years we will open a further 7 locations across Scotland... we're already working on locations in Kirkintilloch, Edinburgh and others are under investigation.
- Delivering local organic veg boxes to around 1800 customers from Ayr to Edinburgh with our fleet of electric vans.
- Supplying other progressive retailers, caterers and processors through our organic wholesale business Locavore Trading.
- Growing local organic vegetables and flowers at a number of market garden sites which we sell through our shops, veg box scheme and wholesale service.
- Producing prepared foods in our kitchen to supply our shops with foods such as dips, bakes and food to be served within our shop cafes.
- Running projects and initiatives that forward our mission of building a sustainable food system. This includes our Good Food Fund and Route to Market Initiative.

We're a high growth business with a turnover of £4.2m in 2020-21, up from £850k in 2017-18. As part of our [Bigger Plan](#) we expect to continue to grow our turnover in excess of £10m within the next few years while expanding our team to around 180. Fast growth and an urgency to create impact means Locavore is not a static environment, which definitely doesn't suit everyone, but it does mean there will be many opportunities for the right people to progress within the business.

If you like what we're about and have relevant experience to bring to the team then we would love to have an application from you.

**Find out more:** [www.locavore.scot](http://www.locavore.scot) and *locavore* on Facebook, Twitter and Instagram.



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**About this role:** As an Assistant Manager you will be responsible for assisting the General Manager with the day-to-day operations and the overall success of the shop. It will be your role to lead your team to achieve the best results for our customers and local neighbourhood while contributing to Locavore's wider objectives. Responsibilities will include:

- Organize all shop operations and delegate responsibilities to your team alongside the GM
- Ensuring systems are followed and standards are met and developed as required.
- Supervise and guide team in their performance
- Stock management and control and monitoring security issues
- regular product and pricing reviews
- Control the shop's budget aiming for minimum expenditure and efficiency
- Monitor stock levels and purchases and ensure they stay within budget
- Deal with complaints from customers to maintain the shop's reputation
- Inspect the areas in the shop and resolve any issues that might arise
- Plan and oversee promotional events, displays etc
- Keep abreast of market trends to determine the need for improvements in the shop
- Analyze sales and revenue reports in line with KPI's
- Ensure the shop fulfils all legal health and safety guidelines
- Building and developing the team including recruitment, training, and regular performance reviews.
- Taking a proactive approach to maintain, improve and develop the shop
- Responsibility for the shop in the GMs absence

You'll spend a lot of time on the shop floor working alongside your team to ensure a great customer experience every time. You will also work closely with the general manager, other shop teams and the wider support team to improve and develop our retail business through a time of great structural change and physical expansion.

**Person Specification:**

- Shared ethos: believes in and live the Locavore values; passionate about changing our food culture for the better.
- Proven experience as retail manager in a fast paced environment
- Knowledge of retail management best practices
- Outstanding communication and interpersonal abilities
- Excellent organizing and leadership skills, able to work collaboratively with the team whilst retaining decision making responsibility
- Analytical mind and familiarity with data analysis principles
- Excellent knowledge of retail management software/back office systems
- Passionate about providing a great customer service experience every time
- Ability to create and maintain excellent retail standards ensuring a welcoming environment
- Above all, we are looking for an enthusiastic and adaptable person with loads of energy, who is excited to support Locavore and develop alongside us during this exciting time of growth.



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**How to apply:**

The closing date is 8am on Thursday 30<sup>th</sup> September. Please apply via our [website](#), uploading a CV and a covering letter outlining why you want to work with Locavore and what you think you could bring to this role.

Thanks for your interest!



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