

Cookbook Market in Echo Park seeks a manager who is open and honest, who is an excellent mentor and coach, and who is committed to maintaining high levels of employee satisfaction. We further seek a manager who loves taking care of customers and who loves to maintain a beautiful and clean work environment. We are seeking a manager who is familiar with our products, and who cooks every day!

Our manager will:

- Set the tone for service in the store each day, and keep all front of house staff supported and on track for providing excellent service
- Work with owners on all front of house staff hiring
- Train all incoming front of house staff members
- Manage staff scheduling, including schedule change requests and vacation requests to ensure that the store is properly staffed at all times
- Conduct timely staff reviews and exit interviews
- Provide staff with regular product updates & tastings
- Conduct staff meetings when necessary
- Work to improve staff retention
- Review timecards weekly with bookkeeper
- Ensure that all store supplies are fully stocked at all times; order and directly purchase store supplies
- Keep back of house organized and clean, assist with receiving orders, and make sure that all orders are checked in and put away correctly
  - Help to maintain an A rating with the LA County Health Department, including keeping track of staff food handler certifications
  - Have or obtain a Manager's Food Handlers Certificate
  - Be able to lift 50lbs

REQUIREMENTS: Empathy is the most important trait for any manager. You have to thoroughly understand every job that you will be managing and be able to walk in the shoes of the people you are managing and understand them. Curiosity and a love of learning is also critical for our manager. We stock a wide variety of seasonal foods, and learning about all of them throughout the year is an important part of the job.

Our manager needs to feel comfortable fielding questions from customers and staff about *everything* that we stock in the store. Our manager needs to feel comfortable fielding questions from customers and staff about *cooking* our food. Our manager needs to get to know our customers, and especially our regulars, on a first-name basis, and needs to get to know what they like to eat and how we can best take care of them. Our manager needs to be

organized, needs to know how to prioritize tasks, and needs to be comfortable directing staff on the things that need to get done. Our manager needs to like to keep things clean and to make sure that our space is clean at all times. Our manager needs to learn the pattern of each shift and to staff it accordingly, to understand the strengths and weaknesses of our individual staff members, and to schedule them accordingly.

Our manager will regularly be scheduled to work the floor 5 days per week (40 hours): SUNDAY – THURSDAY, 11AM-7PM. While we prioritize work-life balance, we are looking for someone who can adjust their schedule from time to time to help train new employees and to cover shifts in a pinch as necessary.

**BENEFITS:** Employer subsidized health, vision + dental insurance, 35% store discount, 5 days paid vacation per calendar year.

**COMPENSATION:** \$42K- \$50K annual salary, depending on experience

**TO APPLY:** Please email us your cover letter and resume. Please let us know what your 3 favorite ingredients are and what cookbook you are cooking out of at the moment.

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