

COOKBOOK MARKET—FULL-TIME CULINARY SALES + PANTRY BUYING/RECEIVING – HIGHLAND PARK

We are looking for someone who is:

- extremely organized, detail-oriented, and excellent at planning
- skilled at working with excel spreadsheets
- serious about cooking and cooks every day
- knowledgeable about Southern California produce and eager to learn more
- friendly, responsible, respectful, reliable, self motivated, hard working
- able to multi-task while keeping a high standard of customer service
- excited about the local/sustainable food movement
- able to lift 50lbs

This position will be based at our Highland Park store, with buying + receiving hours, as well as culinary shifts on the floor, Monday-Friday.

As Pantry Buyer, your primary responsibilities will include:

- all purchasing, pricing and merchandising of pantry items
- updating excel spreadsheets with inventory and order counts
- receiving and expediting all pantry deliveries including handling of invoices
- maintaining, organizing and stocking store shelves and cases
- communication with staff regarding price and product updates
- maintaining an impeccably clean stock room and well organized back inventory
- managing all pantry product returns and exchanges with vendors and follow up with in-house bookkeeper on credits
- maintaining appropriate cost margins for pantry items
- researching and suggesting new pantry products to owners
- conducting year-end inventory

As a Culinary Sales Person, your primary responsibilities will include:

- taking care of our customers
- caring for all of our products, merchandising the sales floor, and maintaining our back inventory
- tending cash register
- maintaining, organizing & stocking store shelves and cases
- cleaning the store

We specialize in super tasty, responsibly raised meats, cheeses & produce. We're committed to sourcing seasonally, locally and organically, to creating lasting partnerships with our farmers and producers, and to serving outstanding food that highlights these connections and high quality ingredients.

This is a super fast-paced work environment, and we're here to make the shop a place our customers want to come back to day after day.

If you care where your food comes from, if you love taking care of people, if you love cooking and hard work, we would love to hear from you!

Former inventory management, including purchasing and receiving for a food-based business is ideal, but we are also willing to train. Again, this position will also work on the sales floor in order to have an opportunity to interact with our customers and our staff.

This position will be paid hourly, up to \$41K per year depending on experience

This position will be regularly scheduled 40 hours per week, M-F

This position will be eligible to join our employee health + dental insurance plan with Kaiser Permanente after 60 days

This position will be eligible for paid vacation days after 1 year

This position will be eligible to receive a 35% employee discount at the store

HOW TO APPLY Email: info@cookbookla.com

Please let us know what your 3 favorite ingredients are, and please let us know what one of your favorite cookbooks is.