

**BUTCHER SHOP MANAGER  
JOB DESCRIPTION**

**GOAL OF POSITION**

To manage the Farmhouse Butcher Shop operations and staff.

**RESPONSIBLE TO**

The Butcher Shop Manager reports to the Retail Director and provides feedback through weekly meetings.

**SUPERVISORY RESPONSIBILITY**

The Butcher Shop Manager supervises all Butcher Shop staff (front of house, back of house, and deli staff) which also includes workforce students.

**JOB DESCRIPTION**

The Butcher Shop Manager is responsible for all operational functions of the Farmhouse Butcher Shop including product sales, meat cutting, customer service, hiring, and managing employees and future graduates who will be employed as a part of the workforce program. It does not include administrative business management, price setting, or budgeting (though your input would always be welcome).

The Butcher Shop Manager has five main areas of responsibility:

1. Products and Sales
   1. Ensure excellence in the products we sell
   2. Suggest new recipes and menus
2. Customer service
   1. Provide reliable, warm, friendly, high-quality service to all customers
   2. Train customer service skills to the staff
3. Operations
   1. Manage meat-cutting operations in a way that is compliant with health codes
   2. Manage inventory and re-order products and supplies from a preset list of items
   3. Look for cost-effective ways to provide quality product and service
   4. Submit maintenance requests and equipment needs for purchase
4. Workforce Development
   1. Shepherd and supervise staff
   2. Encourage, coach, and mentor employees in the Workforce program
   3. Facilitate community and model strong leadership skills

**TIME COMMITMENT**

This position is paid hourly for up to 40 hours per week

**QUALIFICATIONS OR SPECIAL SKILLS**

*Required*

* Ability to sign and affirm the Rockside Ranch statement of faith
* Demonstrated commitment to Rockside’s core values
* Valid driver’s license
* Excellent communication and interpersonal skills
* A willingness to learn
* Experience supervising a staff or team
* Belief in the program and commitment to educating others

*Preferred*

* Experience in meat cutting
* Experience in customer service
* Experience in retail sales