



### **Products & Marketing Manager Job Description**

The Common Grounds Products & Marketing Manager oversees all aspects of selecting and ordering food items and supplies in Common Grounds. This position also develops advertising ideas to market the products and services of Common Grounds, including the use of social media.

This is a leadership position, ideal for someone with experience and interest in small business management. The Products & Marketing Manager should be creative and observant in choosing menu items and have the ability to market them. A flexible schedule is important, as is the ability to take responsible initiative. Prior experience in food service, along with personal transportation, is a plus.

1. Purchase and order menu items and supplies to ensure adequate inventory
2. Communicate with area vendors to establish good relations and prices
3. Maintain an organized and well-stocked storeroom
4. Oversee inventory and adjust quantities as necessary
5. Maintain a current cost analysis with Financial Manager
6. Set, adjust, and maintain prices in the Point-of-Sale inventory
7. Advertise specials and new food/drink offerings
8. Utilize social media to promote Common Grounds events and products
9. Work closely with managers and barista on marketing our goods and services
10. Attend weekly meeting with the Common Grounds managers
11. Serve on the Board of Directors, providing overall vision and guidance for Common Grounds
12. Work 8-10 hours a week during the school year. Some additional summer and break work may be required. This is non-workstudy, starting pay: \$8.00/hr.
13. Position reports to Common Grounds Coordinator

#### **Preferred**

- Be able to lift up to 20 pounds
- Have your own vehicle
- Adept at using Microsoft Access, Excel, and Publisher/Photoshop.