

Chichester Market Job Descriptions

Including Healthy Buffalo Position

For hiring and interview use

Store Manager

Status: Full-time Hours: About 40-45 hours/week

Typical schedule: Varied schedule based on store needs

Position summary

Lead day-to-day operations for Chichester Market, support all departments, and help the store open and run smoothly.

Key responsibilities

- Provide hands-on leadership across front end, grocery, kitchen, and meat departments.
- Fill staffing gaps as needed and help maintain service, cleanliness, and product standards.
- Open and close the store and respond to day-to-day issues.
- Support hiring, training, scheduling, and team accountability.
- Coordinate inventory, merchandising, and customer service standards.

Preferred qualifications / expectations

- Retail, grocery, food service, or small business management experience preferred.
- Strong leadership, communication, and customer service skills.
- Able to stay flexible, problem-solve quickly, and work a hands-on schedule.
- Able to lift and move common store supplies and products.

Physical / work environment note

Must be able to perform the essential duties of the role safely and reliably, with or without reasonable accommodation.

Meat Lead

Status: Full-time Hours: 40 hours/week

Typical schedule: 7:00 AM-3:00 PM with one weekday off

Position summary

Lead the meat department, maintain quality standards, and help deliver a strong butcher counter experience with fresh-cut products and dependable customer service.

Key responsibilities

- Cut, prepare, stock, and present fresh meat products to department standards.
- Help manage ordering, rotation, case presentation, and daily department organization.
- Assist customers with cuts, product questions, cooking suggestions, and special requests.
- Maintain food safety, sanitation, temperature control, and a clean work area.
- Help guide workflow, train support staff, and keep the department customer-ready.

Preferred qualifications / expectations

- Butcher shop or meat department experience preferred.
- Comfortable using knives, grinders, slicers, and related equipment safely.
- Knowledge of safe food handling practices and strong attention to product quality.
- Able to stand for long periods, work in refrigerated areas, and lift product safely.
- Friendly, dependable, and detail-oriented.

Physical / work environment note

Must be able to perform the essential duties of the role safely and reliably, with or without reasonable accommodation.

Meat Clerk

Status: Part-time Hours: About 20 hours/week

Typical schedule: 12:00 PM-6:00 PM

Position summary

Support the meat department with customer service, stocking, wrapping, cleaning, and general production support in a refrigerated butcher-shop environment.

Key responsibilities

- Assist customers at the meat counter and answer basic product questions.
- Wrap, label, stock, rotate, and replenish product as directed.
- Help with trays, grinding support, basic prep work, and keeping the case filled.
- Clean work areas, tools, and surfaces and help maintain department standards.
- Cover the counter until closing hours as scheduled.

Preferred qualifications / expectations

- Customer service experience preferred.
- Comfortable working around fresh meat and refrigerated environments.
- Able to stay on your feet during shifts and handle repetitive tasks carefully.
- Dependable, willing to learn, and able to follow department standards.

Physical / work environment note

Must be able to perform the essential duties of the role safely and reliably, with or without reasonable accommodation.

Kitchen Lead

Status: Full-time Hours: 40 hours/week

Typical schedule: 7:00 AM-3:00 PM

Position summary

Lead small-kitchen production for sandwiches, takeout, and prepared foods.

Key responsibilities

- Prepare menu items and help maintain product consistency.
- Support ordering, prep lists, and kitchen workflow.
- Maintain food safety, cleanliness, and sanitation standards.
- Help train kitchen staff and support service during busy times.

Preferred qualifications / expectations

- Kitchen, deli, or food service experience preferred.
- Comfortable working in a fast-paced environment.
- Strong organization and food safety habits.

Physical / work environment note

Must be able to perform the essential duties of the role safely and reliably, with or without reasonable accommodation.

Kitchen Clerk

Status: Part-time Hours: About 25 hours/week

Typical schedule: Shifts may include 9:00 AM-1:00 PM or 1:00 PM-7:00 PM

Position summary

Support food prep, service, and cleanup in the kitchen and takeout area.

Key responsibilities

- Assist with prep, assembly, packaging, and cleanup.
- Help serve customers and keep the kitchen stocked.
- Follow food safety and sanitation procedures.
- Provide alternate coverage as scheduled.

Preferred qualifications / expectations

- Food service or customer service experience helpful.
- Dependable, upbeat, and willing to work as part of a small team.

Physical / work environment note

Must be able to perform the essential duties of the role safely and reliably, with or without reasonable accommodation.

Grocery Lead

Status: Full-time Hours: 40 hours/week

Typical schedule: 8:00 AM-4:00 PM

Position summary

Lead grocery merchandising, stocking, and daily floor organization.

Key responsibilities

- Stock shelves, rotate product, and maintain attractive displays.
- Support inventory counts, ordering, and receiving.
- Help supervise the sales floor and keep departments organized.
- Keep the grocery area clean, organized, and customer-ready.

Preferred qualifications / expectations

- Retail or grocery experience preferred.
- Able to stay organized and handle physical stocking tasks.
- Reliable, customer-focused, and comfortable with responsibility.

Physical / work environment note

Must be able to perform the essential duties of the role safely and reliably, with or without reasonable accommodation.

Stock Clerk

Status: Part-time Hours: About 15 hours/week

Typical schedule: Morning shifts, often based on truck schedule

Position summary

Receive, move, and stock products to keep the store supplied and organized.

Key responsibilities

- Unload and move product safely.
- Stock shelves, coolers, and back-stock areas.
- Follow truck schedules and help organize deliveries.
- Keep storage areas neat and accessible.

Preferred qualifications / expectations

- Able to lift, carry, and move products safely.
- Dependable and comfortable with physical work.
- Retail or stocking experience helpful but not required.

Physical / work environment note

Must be able to perform the essential duties of the role safely and reliably, with or without reasonable accommodation.

Cashier / Front-End Associate

Status: Full-time or part-time Hours: Multiple schedules available

Typical schedule: Examples include 7:00 AM-3:00 PM, 3:00 PM-7:00 PM, or varied gap-filling shifts

Position summary

Provide friendly, accurate checkout service and help support a clean, welcoming, and organized front end for every customer.

Key responsibilities

- Run the register accurately and assist customers at checkout.
- Handle cash, cards, and other transactions responsibly and provide correct change.
- Help with bagging, light stocking, front-end supplies, and keeping the checkout area clean.
- Support customer questions, direct shoppers as needed, and maintain a positive attitude.
- Help keep the front end clean, stocked, and running smoothly during busy times.

Preferred qualifications / expectations

- Customer service and cash-handling experience helpful.
- Friendly, dependable, and comfortable helping customers throughout the day.
- Basic math skills, attention to detail, and ability to handle transactions accurately.
- Able to work flexible shifts when needed.

Physical / work environment note

Must be able to perform the essential duties of the role safely and reliably, with or without reasonable accommodation.

Healthy Buffalo Associate (Part-Time)

Status: Part-time Hours: Schedule may vary and includes weekend work

Typical schedule: May include independent daytime coverage, weekend work, and support across locations

Position summary

Support Healthy Buffalo operations in a small-store setting, with responsibility for customer service, inventory, stocking, freezer work, and independent daily coverage.

Key responsibilities

- Work the checkout counter and provide excellent customer service.
- Handle inventory, restocking, store organization, and basic daily operations.
- Work in freezer and cold-storage environments as needed.
- Lift and move up to 50 pounds safely.
- Work independently during scheduled shifts while keeping the store organized, stocked, and customer-ready.
- May bounce around and support other related operations as needed.

Preferred qualifications / expectations

- Strong people skills and comfort working directly with customers.
- Trustworthy, dependable, and able to work independently.
- Comfortable with physical work, including freezer work and lifting up to 50 pounds.
- Retail or customer service experience preferred.

Physical / work environment note

Must be able to perform the essential duties of the role safely and reliably, with or without reasonable accommodation.