

Job Title: Mobile Grocery Store Manager

Location: Frederick, OK

Employment Type: Full-time

DEPARTMENT Community Market

Compensation: \$55,000–\$75,000/year (depending on experience)

CLASSIFICATION: Exempt

REPORTS TO Executive Director

Employee must understand that he/she is an ambassador for the Agency and represents Agency values and principals. Attitude and personal appearance are important ingredients to public relations and representation of Community Action Development Corporation (CADC). Dress and personal appearance requirements may be made by Program Directors and the Executive Director that project appropriate image or impact health and safety issues.

CADC IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER.

The Community Market is a division of Community Action Development Corporation and is a community-focused mobile grocery service that brings fresh produce, pantry staples, and household essentials directly to neighborhoods with limited access to full grocery stores. We prioritize food quality, affordability, and exceptional customer service while reducing food insecurity and transportation barriers.

The Mobile Grocery Store Manager is responsible for the safe, efficient, and profitable operation of one or more mobile grocery vehicles. This role combines retail management, logistics, budget management, team supervision, customer relations, inventory control, and community outreach. The manager ensures consistent product availability, high standards of freshness and cleanliness, excellent customer experiences, and compliance with safety and food-handling regulations.

Key Responsibilities

- Oversee daily operations of the mobile grocery vehicle(s): opening/closing, route setup, stocking, merchandising, cash handling, and customer service.
- Lead, hire, train, schedule, and supervise onboard staff (drivers, clerks, and volunteers), fostering a positive, customer-focused culture.
- Manage inventory: ordering, receiving, rotating, tracking shrinkage, and maintaining product quality (fresh produce, refrigerated/frozen items, non-perishables).

- Plan and optimize routes and stop schedules with Operations to maximize sales, coverage, and community impact.
- Maintain vehicle cleanliness and sanitation; coordinate routine maintenance, fueling, and liaise with fleet/maintenance teams for repairs.
- Enforce food safety and regulatory compliance (local health codes, hazard control, temperature monitoring).
- Monitor sales performance, control costs, and implement merchandising and pricing strategies to meet revenue and margin targets.
- Maintain accurate records: daily sales, cash reconciliation, inventory counts, incident reports, and required compliance logs.
- Build relationships with local community organizations, clients, and partner agencies; represent the company at community events and promotions.
- Respond to customer feedback and resolve complaints promptly and professionally.
- Assist with outreach, marketing initiatives, and community needs assessments to adapt offerings.

Qualifications

- Retail management experience, preferably in grocery, food service, or mobile/field retail operations.
- Experience supervising small teams and managing schedules.
- Strong organizational, inventory, and cash-handling skills.
- Excellent customer service, communication, and problem-solving abilities.
- Basic food safety certification (ServSafe or equivalent) or willingness to obtain.
- Able to lift/move up to 50 lbs, stand for long periods, perform repetitive stocking tasks, and work outdoors in varying weather.
- Proficiency with point-of-sale systems, inventory software, and mobile communication tools.
- Valid driver's license and ability to pass background and drug screening.
- Degree preferred, but not qualified.

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Work Location: In person

How to Apply

Send resume and a brief cover letter describing your relevant experience and why you want to manage a mobile grocery store to Lhixson@cadcok.org with subject line "Mobile Grocery Store Manager — [Your Name]." Applications accepted until position is filled. Candidates selected for interview will be contacted.

Equal Opportunity Employer

CADC is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Reasonable accommodations available upon request.