**Company Description**

SLC Chow is a local, low-waste meal kit alternative to national brands. Compared to competitors SLC Chow can purchase ingredients locally and reduce waste by collecting, washing, and reusing delivery bags, ice packs, and small spice and sauce containers. SLC Chow’s purpose is to help everyday community members in SLC easily gain access to tasty, locally sourced, plant-based food.

**Role Description**

SLC Chow is looking for an assistant general manager to participate in the day to day running of the business and collaborate in expansion and marketing initiatives. Applicants for this role should be enthusiastic about introducing others to vegan cooking, in love with local vendors and makers, and eager to come up with new ideas for recipes, customer retention, and products. Applicant should also have, or be willing to acquire, both a Utah State Food Handler Permit and a car.

Delivery occurs weekly on Mondays. Work hours will be primary on Mondays however administration tasks will be performed during the week and ingredient acquisition and ingredient prep tasks will be completed on Saturdays and Sundays. In some cases, task completion dates can be flexible. Weekly tasks will include:

1. Dishwashing for packaging and ingredient prep materials.
2. Delivery preparation including invoice printing, route planning, and recipe card compilation.
3. Ingredient acquisition including grocery shopping, working with local vendors on purchase and delivery of produce, and attending local markets to find necessary ingredients.
4. Ingredient and meal packaging.
5. Delivery of weekly meals and collection of past week bags/ice packs/packaging.

In addition to daily operations, the assistant general manager should expect to participate in business management and expansion tasks. These other tasks will include:

1. Recipe generation and review
2. Meal planning
3. Creating and distributing marketing materials
4. Marketplace planning