



BULK BUYER JOB DESCRIPTION

PURPOSE: To select, purchase, price and promote products and to ensure adequate receiving and stocking of bulk grocery items to meet objectives for sales, margin, inventory turns, labor and customer service.

STATUS: Reports to Grocery Manager
Supervise Department Stocker/Receivers & Hands On Owners on shift
Full Time; 32+ hours a week

RESPONSIBILITIES:

1) PURCHASING

- a) Negotiate with suppliers for favorable prices, terms, quality, and delivery.
- b) Purchase items following product selection guidelines & marketing plan.(e.g., priority for local, organic)
- c) Evaluate suppliers and investigate new sources of supply.
- d) Purchase for special deals and promotions. Ensure adequate and timely supply of promoted products.
- e) Receive orders, or ensure proper receiving by receiver.
- f) Calculate prices as needed, or provide pricing guidelines to receiver or other staff.
- g) Ensure accurate, up-to-date prices of bulk department products in POS system and shelf tags.
- h) Coordinate with receivers in handling returns and obtaining credit from suppliers for bulk department products.
- i) Coordinate inventory counts for designated product departments.

2) MERCHANDISING

- a) Attend marketing meetings with department managers and buyers to plan promotions and storewide merchandising.
- b) Ensure maintenance of in-store bulk displays, according to established standards for appearance, variety and ease of shopping and stocking.
- c) Offer tastes, samples, suggestions for purchase and ways to prepare products.
- d) Set stocking priorities for department staff to ensure shelves/bins/coolers are fully stocked and rotated for freshness. & quality. Stock items as needed.
- e) Ensure accurate, up-to-date uniform department signs.
- f) Provide product information to customers and staff and newsletter.
- g) Attend trade shows and co-op conferences as assigned.

3) CUSTOMER SERVICE

- a) Pass on relevant literature for co-op staff to read about bulk department products.
- b) Assist customers with special orders, and oversee special orders system in Bulk to ensure that customers receive their orders.
- c) Ensure co-op staff are aware of changes in policies and procedures affecting customers.
- d) Respond to bulk department related customer suggestions, comments, & complaints in a reasonable manner.

4) DEPARTMENT MAINTENANCE

- a) Coordinate storage of items to be returned to suppliers. See that unsellable items are properly disposed of. Keep accurate shrinkage records.
- b) Ensure that bulk department shelves, displays, aisles and storage areas in clean, orderly condition, meeting health department & ADA standards.
- c) Mark down items as needed to reduce losses.
- d) Participate in inventory counts.
- e) Ensure maintenance of department equipment in working order. Advise General Manager of equipment problems or needs.

5) SUPERVISION--for stockers/receivers & Hands On Owners: .

- a) Ensure on-the-job training.
- b) Provide feedback on performance evaluations for department support staff.
- c) Provide training, supervision, and support of department Hands-On-Owners

continued

6) OTHER RESPONSIBILITIES

- a) Participate in setting sales and margin goals for bulk department.
- b) Review financial reports of department performance and take corrective action as needed.
- c) Attend department meetings and storewide meetings.
- d) Perform other tasks assigned by Grocery Manager or General Manager.
- e) Perform Manager on Duty shifts as assigned.

QUALIFICATIONS

- At least one year of purchasing and merchandising for a department in a natural food store.
- Knowledge of current trends in natural foods industry.
- Firm grasp of margin and pricing.
- Organized, consistently follows through on commitments.
- Demonstrated ability to handle multiple demands.
- Communications skills--clear directions, good listener.
- Experience serving the public.
- Ability to project friendly, outgoing personality.
- Ability to lift 50+ pounds.
- Willingness to work one weekend day.
- Regular, predictable attendance.
- Willingness and ability to learn and grow to meet the changing requirements of the job.