



PRODUCE ASSISTANT BUYER JOB DESCRIPTION

PURPOSE: To select, purchase, price, display, and promote fresh produce and to supervise department staff to meet objectives for sales, margin, inventory turns, labor and customer service.

STATUS: Reports to Produce Department Manager
Directs Produce Staff in absence of Manager.
Supervise Hands On Owners on shift
Full Time; 32+ hours a week

RESPONSIBILITIES:

1) MERCHANDISING

- a) Display fruits and vegetables using color and texture to enhance; give impression of abundance and quality, while maintaining proper storage conditions.
- b) Trim, wash, bundle produce, following priorities set by Produce Department Manager.
- c) Replenish and rotate displays, following stocking priorities set by Produce Department Manager.
- d) Cull displays several times daily, recording and disposing of low-quality produce following established procedures. Maintain accurate shrinkage records.
- e) Offer tastes, samples, suggestions for purchase and ways to prepare products.
- f) Maintain accurate, up-to-date uniform department signs.

2) CUSTOMER SERVICE

- a) Assist customers with produce questions in prompt friendly courteous manner.
- b) Help customers place & pick up special orders.
- c) Pass on relevant literature for co-op staff to read about produce products.
- d) Ensure co-op staff are aware of changes in policies and procedures affecting customers.
- e) Report produce department customer suggestions, comments, & complaints to the Produce Manager.

3) ORDERING & RECEIVING

- a) Place major daily orders in absence of Produce Department Manager.
- b) Purchase designated products (herbs, flowers, commercial produce items, etc.)
- c) Calculate prices following established pricing guidelines. Participate in periodic price comparisons with competitors.
- d) Check deliveries for damage, quality and accuracy, notify Produce Department Manager of discrepancies.
- e) Help with unloading as needed.
- f) Rotate deliveries into storage.
- g) Ensure accurate, up-to-date prices of produce products in POS system and shelf tags.

4) DEPARTMENT MAINTENANCE

- a) Ensure that produce department shelves, displays, aisles, prep & storage areas in clean, orderly condition, meeting health department & ADA standards.
- b) Remove trash promptly, sweep and mop retail area floors frequently.
- c) Mark down items as needed to reduce losses.
- d) Participate in inventory counts.
- e) Use equipment safely. Ensure maintenance of department equipment in working order. Monitor cooler temperatures. Notify Produce Manager of equipment problems or needs.

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

- a) Supervise department staff in Produce Managers absence.
- 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) Set work priorities for Produce Staff in the absence of Manager.
- b) Fill holes in staff schedule in absence of Manager.
- c) Participate in hiring and evaluations of department staff.
- d) Attend department and storewide meetings.
- e) Perform other tasks assigned by Produce Manager or General Manager.
- f) Perform Manager on Duty shifts as assigned.
- g) Assist customers in all departments, in prompt friendly courteous manner, referring them to other staff when necessary.
- h) Answer & route phone calls.

QUALIFICATIONS

- Experience in retail produce
- Knowledge of organic and commercial growing practices, and organic certification regulations.
- 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.
- Manual dexterity with hazardous equipment.
- Ability to lift 60+ pounds.
- Ability to stand for long periods.
- Ability to work in cold, wet conditions.
- Willingness to work one weekend day.
- Regular, predictable attendance.
- Willingness and ability to learn and grow to meet the changing requirements of the job.

DESIRED:

- Knowledge of current trends in natural foods industry.
- Supervisory experience: hiring, training, evaluating, and giving directions.
- Ability to read financial statements; firm grasp of margin and pricing.