



DELI/MEAT BUYER JOB DESCRIPTION

PURPOSE: To select, purchase, price and promote products and to ensure adequate receiving and stocking of meat, cheese, bread, baked goods, and soup/salad bar department items to meet objectives for sales, margin, inventory turns, labor and customer service. To plan grab and go deli menu to meet financial objectives and prepare fresh sandwiches daily.

STATUS: Reports to General Manager
Supervise Department Stocker/Receivers & Hands On Owners on shift
Part to Full time; estimated 30 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, wic)
- c) Evaluate suppliers and investigate new sources of supply.
- d) To plan grab and go deli menu, costing and setting pricing for food items prepared in house to meet department financial objectives.
- e) Purchase for special deals and promotions. Ensure adequate and timely supply of promoted products.
- f) Receive orders, or ensure proper receiving by receiver.
- g) Calculate prices as needed, or provide pricing guidelines to receiver or other staff.
- h) Ensure accurate, up-to-date prices of respective department products in POS system and shelf tags.
- i) Coordinate with receivers in handling returns and obtaining credit from suppliers for respective departments products.
- j) Coordinate inventory counts for designated product departments.

2) FOOD PREPARATION & MERCHANDISING

- a) Prepare and maintain soup and salad bar, as well as fresh housemade sandwiches daily.
- b) Attend marketing meetings with department managers and buyers to plan promotions and storewide merchandising.
- c) Ensure maintenance of in-store deli, baked goods/bread, & meat displays, according to established standards for appearance, variety and ease of shopping and stocking.
- d) Cut and package cheese for best yield and customer appeal.
- e) Stock, monitor, and maintain clean soup and salad bar station.
- f) Offer tastes, samples, suggestions for purchase and ways to prepare products.
- g) Set stocking priorities for department staff to ensure shelves/bins/coolers are fully stocked and rotated for freshness. & quality. Stock items as needed.
- h) Ensure accurate, up-to-date uniform department signs.
- i) Provide product information to customers, staff and newsletter.
- j) Attend trade shows and co-op conferences as assigned.

3) CUSTOMER SERVICE

- a) Pass on relevant literature for co-op staff to read about deli & meat department's products.
- b) Assist customers with special orders, and oversee special orders system in deli & meat departments 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 deli & meat departments 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 department shelves, displays, aisles, prep and storage areas in clean, orderly condition, meeting health department & ADA standards.
- c) Mark down and merchandise 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 deli & meat departments.
- 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.
- Ability to stand for long periods.
- Ability to work in cold 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:

- Familiarity with foreign and domestic cheese
- Experience in deli, restaurant, cheese, & or meat service.