



CO-OP MARKET GROCERY & DELI

526 Gaffney Road  
Fairbanks, Alaska 99701

(907) 457-1023

[www.coopmarket.org](http://www.coopmarket.org)

**Position: Fresh Foods Buyer**  
**Reports to: Grocery Manager**

**Position Summary**

The Fresh Foods Buyer ensures an organized and smoothly run fresh foods department including ordering, pricing and inventory control. The Fresh Foods Buyer motivates self and coworkers to guarantee the highest level of customer service and to meet department objectives for sales and margin. The Fresh Foods department includes the meat/seafood, frozen goods, refrigerated and dairy, baked goods and cheese.

**Responsibilities**

**Finance**

- Ensure adequate supply and selection of products keeping out of stocks to a minimum
- Ensure accurate up-to-date price labeling of freeze, refrigerated, meat & seafood, cheese and bakery products
- Work with General Manager and Grocery Manager to establish a pricing structure that will ensure that department margin goals are met
- Ensure accurate up-to-date records of item costs/loss
- Ensures that department objectives for sales and margin are met
- Ensures that par sheets are used consistently and accurately to minimize loss
- Ensures that yield tests are conducted with every local meat delivery
- Communicates with specialists and other outside consultants to achieve department sales and margin goals

**Merchandising and Buying Responsibility**

- Determine product mix to achieve sales and margin goals and to satisfy customer demand
- Ensure that all orders are placed according to department standards
- Communicates with local meat vendors and establishes delivery
- Read trade journals to increase knowledge of industry trends
- Conduct periodic price comparisons with other stores



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## **Department Maintenance**

- Ensures that all areas of the sales floor are stocked and fronted at all times and well maintained
- Ensures that all items are checked to invoices, all credits are notated
- Handles all local direct vendor deliveries of meat and seafood
- Ensures that daily freezer and refrigeration temperature checks are taken
- Ensures that all items store in freezer and refrigerator walk ins are labeled properly and stored in an organized manner for proper rotation
- Develop systems and ensure their implementation to maintain accurate, updated records of product cost, production, and losses
- Ensure that department display units, coolers, work areas, storage areas, and sales floor are in clean and orderly condition
- Develop and revise department's standard operating procedures (SOP) as needed. Ensure staff is aware of and trained in department SOP's
- Ensures that department operates following health department requirements in food storage and handling. Follows Department of Agriculture standards for sanitation.
- Works with grocery team to ensure that products are properly rotated at all times
- Follows department standards to ensure that price reductions are routinely taken to move expiring products out while mitigating the loss
- Ensures that all products have shelf tags with minimum of twice weekly shelf tag check.
- Attend operations meetings and one on one meetings
- Conduct monthly department inventory
- Perform all other duties as assigned by Grocery Team Lead.

## **Customer Service**

- Exhibits exceptional service for customers and staff and ensures that all department staff is customer focused
- Knows store layout and is aware of products in other departments



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- Remain abreast of changing owner/customer needs, new products, effective selling techniques

### **Qualifications**

- Some knowledge of natural foods and special dietary needs
- Possess above average math and budgeting skills
- Basic computer skills (Microsoft Word, Excel)
- Communication skills: good listener; gives clear instructions
- Excellent sense of organization
- Regular predictable attendance
- Ability to handle multiple demands
- Ability to lift up to 50 lbs.
- Ability to stand for long periods
- Willingness and ability to learn and grow to meet the changing requirements of the position