



CO-OP MARKET GROCERY & DELI

526 Gaffney Road  
Fairbanks, Alaska 99701

(907) 457-1023

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

**Position: Wellness Buyer**

**Reports to: Grocery Manager**

**FLSA Status:**

**Non-Exempt**

**Position Summary:**

The Wellness Buyer at Co-op Market is responsible for overseeing the operation of the Wellness Department (including vitamins, supplements, body care, teas, and bars). This position is responsible for providing top quality product, with the widest selection and best value possible, and for ensuring inventory control. The Wellness Buyer will provide a safe, attractive, and efficient department. The Buyer is responsible for achieving positive operating results in the Wellness Department by selecting products to meet objectives for sales, margin, and costs.

The Wellness position is a full-time position (40 hours per week). Days and times vary slightly to accommodate the needs of the store and special events.

**Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily.

Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**Responsibilities and expectations:**

**Customer Service**

- Provide prompt, friendly, courteous customer service, including assistance with special orders.
- Provide product information to customers and staff.



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### **Merchandising**

- Determine product mix to achieve sales and margin goals and to satisfy customer demand.
- Keep abreast of new product offerings and changing member needs; adjust product selection accordingly.
- Visit other stores for price comparisons and product and merchandising ideas.

### **Department Maintenance**

- Keep accurate records of product loss and/or received credits.
- Keep accurate records of vendors and their product offering.
- Order product in quantities adequate to maintain inventory and to reduce loss.

### **Qualifications**

- Familiarity with vitamins, supplements, herbs, natural cosmetics, and body care products
  - Knowledge of trends in natural foods industry
  - Excellent communications skills – listens well, gives clear directions.
  - Ability to manage multiple demands and meet deadlines.
  - Ability to develop and maintain mutually respectful relations with customers, staff, and vendors.
  - Ability to work independently and motivate self and others.
  - Ability to handle stressful situations in a calm, effective manner.
  - Ability to follow through on commitments and handle multiple demands.
  - Ability to project friendly, outgoing personality.
  - Ability to stand for long periods, Ability to exert force, push, pull, lift to 20 lbs.
  - Willingness and ability to learn to meet the changing requirements of the job.
- Work Environment: Grocery Store, cool and warm areas in various departments

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.