



CO-OP MARKET GROCERY & DELI

526 Gaffney Road
Fairbanks, Alaska 99701

(907) 457-1023

www.coopmarket.org

Position: Fresh Foods Buyer

Reports to: Grocery Manager

FLSA Status:

Non Exempt

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.

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

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
- Ensure accurate up-to-date records of item costs/loss
- 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

Merchandising and Buying Responsibility

- Ensure that all orders are placed according to department standards
- Set up full and clean displays
- Conduct periodic price comparisons with other stores, Read trade journals to increase knowledge of industry trends



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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 daily freezer and refrigeration temperature checks are taken
- Develop systems and ensure their implementation to maintain accurate, updated records of product cost, production, and losses
- 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.
- Conduct monthly department inventory
- Perform all other duties as assigned by Grocery Team Lead.

Customer Service

- Exhibits exceptional service for customers and coworkers

Qualifications

- Food workers card
- 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 exert force, push, pull, lift up to 50 lbs.
- Ability to stand for long periods

Work Environment:

Grocery Store, cool and warm areas in various departments



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- Ability to exert force, push, pull, 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

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.