

Anacortes Food Co-op Job Description

Title: Produce and Dairy Assistant Manager **Reports to: General Manager**

Purpose: The Produce and Dairy Assistant Manager is hired and supervised by the General Manager to oversee the produce and dairy departments at the Co-op and assist with managing the store.

Responsibilities:

PROCUREMENT

- Manage ordering, receiving, display and sale of produce and dairy in accordance to AFC quality, pricing, and merchandising standards, collaborating as needed with the General Manager.
- Monitor and control all procurement costs and expenses for the department according to the budget limit. Maintain proper stock level to minimize out-of stock and over-stock products.
- Attend the Anacortes Farmer's Market when available to procure product and engage with farmers.
- Use product knowledge to identify sourcing opportunities for the Co-op. Make recommendations for any major changes in sourcing or large financial purchases.
- Remain current on produce seasonal availability and adjust inventory to accommodate.

DEPARTMENT OPERATIONS

- Manage produce activities related to stocking, pricing and rotation of merchandise including disposal of outdated and spoiled produce. Communicate needs to the General Manager and add needed tasks to the staff to-do list.
- Manage Produce with all points of contact: suppliers, staff, and customers. Includes handling customer concerns about produce in a timely manner.
- Update staff weekly on newly added produce, including changes in sources, pricing and display.
- Work with the General Manager to assure that AFC staff are trained in produce knowledge.
- Create and maintain a purchasing and delivery schedule for produce that is accessible to all staff.
- Maintain up-to-date vendor contact information accessible to all staff.
- Provide customer service by cashiering and sharing membership information.
- Ensure that the work environment is clean and safe.
- Stay in compliance with all federal, state, and local laws.
- Serve as person-in-charge as needed.

PROMOTIONS/SALES

- Create the fresh list for inclusion in the AFC weekly email.
- Assist the General Manager in developing marketing events and other promotional activities to maximize sales and profits.

Requirements:

- 1-2 years of experience in a grocery/retail/produce environment preferred; natural foods background is a plus
- Ability to pass food safety training courses and/or certifications as required by law and maintain compliance by keeping certifications up to date and registered when applicable
- Ability to manage changing priorities and to stay focused with the task at hand
- Excellent customer service skills
- Highly organized with great attention to detail
- Ability to take direction and follow through
- Must be cashier trained and able to count currency
- Supervisory or leadership skills

Pay scale: \$18-\$23 depending on experience