

Grocery Buyer

Center Store Purchasing Department, Belfast Cooperative

FLSA STATUS/PAY LEVEL: Nonexempt/2

REPORTS TO: Center Store Purchasing Manager

JOB SUMMARY The Grocery Buyer is responsible for maintaining a high quality mix of natural, organic, and conventional products that meet community needs by researching, purchasing, and stocking grocery orders.

JOB SPECIFIC RESPONSIBILITIES - all responsibilities listed are considered essential functions

- Orders groceries through primary national and regional distributors
- Sets prices to ensure margin and profitability
- Identifies and implements successful product mix
- Monitors shrink, on-hand counts, and submits credits
- Assists Stockroom department in creating procedures for inventory maintenance
- Assists management in identifying opportunities to increase sales growth
- Assists in receiving and stocking as needed

GENERAL BUYER RESPONSIBILITIES

- **Works with Center Store Purchasing Manager, Stockroom Manager, and other Center Store buyers** to ensure a cohesive, well-presented department. Attends and participates in department meetings as scheduled.
- **Ensures proper processing of special orders, pre-orders, and product holds**, according to established department procedures. Communicates specifics of individual orders internally and externally.
- **Ensures clear, timely communication of relevant information within department and store wide.** Ensures that relevant information, such as out-of-stocks and special order locations is provided according to department standards.
- **Develops and maintains Catapult proficiency for inventory maintenance, reporting, invoices and ordering.** Meets or exceeds department standards for proficiency and accuracy. Participates in initial and additional training as directed.
- **Performs other duties as assigned.** Performs tasks outside of regular job responsibilities as requested. Accepts assigned tasks with professionalism, and completes them to the standard of a regularly assigned task.

PURCHASING

- **Selects products to meet customer demand** by identifying a product mix to meet sales and margin goals, and satisfy customer demand. The correct product mix is identified through retail statistics, feedback from staff, customers, suppliers, competitive products and price checks, and the Buyer's own professional observation and experience.
- **Ensures optimal inventory levels are maintained** by determining optimal levels based on sales data, anticipating seasonal sales, rotating product to ensure quality, and adjusting product mix as indicated.
- **Builds and maintains excellent relationships with vendors**, ensuring that vendors are aware of and abide by product policies, delivery and invoice guidelines. Keep current files and a record of all necessary Vendor Agreements with applicable vendors per store policy.

MERCHANDISING

- **Ensures that department is safe, attractive, and efficient** ensures that department is attractive and clean; ensures that all equipment is well-maintained; monitors cooler/freezer temperatures, following established procedures for equipment breakdown. Works with management to implement approved safety, sanitation, and housekeeping policies and procedures in department.
- **Ensures that department is merchandised purposefully and attractively** by coordinating with the Marketing Department to ensure accurate, attractive signage, optimal product placement, and implement effective promotional programs. Ensure appropriate product rotation.

FINANCIAL PRACTICES

- **Attains maximum operating results for department** by developing, implementing, and attaining approved budgets, sales objectives, and margins, which are consistent with short and long range goals and plans. Maintains a working knowledge of margin reports, weekly sales numbers, and financial goals.
- **Keeps accurate records.** Maintain accurate records, run and analyze financial reports, keep current on all paperwork and data entry required. Maintain accurate, up-to-date vendor files. Ensures that all files can be easily accessed by management as needed.

GENERAL EXPECTATIONS - all staff are expected to practice the following:

- **Accuracy in time reporting:** minimal errors in electronic time reporting; begin work immediately after punching in.
- **Regular and predictable attendance:** adhere to scheduled shifts; communicate anticipated schedule changes according to department procedure.
- **Safe work practices:** follow store-wide and department specific safety policies and procedures.
- **Professional customer service:** provide consistently excellent service to internal and external customers.
- **Efficiency:** prioritize and perform tasks with speed and accuracy.
- **Initiative** recognize and meet needs; does not wait for direction to address a recognizable situation.
- **Teamwork:** promote cooperative efforts, open communication, and trust.
- **Communication:** communicate in a positive, honest, and productive manner.

QUALIFICATIONS

Preferred:

- Knowledge of the Cooperative Principles and Cooperative Business model
- Experience working with ECRS Catapult
- Experience with POS and spreadsheet programs sufficient to communicate and prepare reports with accuracy, and in a timely manner.
- Ability to interpret budgets and margin requirements.

Minimum:

- Familiarity with natural foods; basic understanding of retail concepts and of retail industry.
- Experience working with computers, such as email and word processing.
- Basic math skills (addition, subtraction, division, multiplication).
- Excellent command of spoken and written English.

- Effective communication skills; ability to work closely and cooperatively with others.
- Ability to work effectively as a member of a team and establish and maintain cooperative working relations with peers, employees, vendors, and the public.
- Ability to adjust approach to individual staff with diverse backgrounds, and to work with them in a fair, supportive, and cooperative manner.
- Ability to analyze and anticipate situations, define problems and objectives, recognize alternatives, and formulate solutions, including implementing new systems and protocols.
- Demonstrated flexibility and excellent organizational skills with ability to prioritize work, function independently, and remain calm and focused under stress.
- Time management skills sufficient to independently establish priorities and complete critical tasks in a timely manner, with appropriate attention to detail.
- Ability to ensure compliance with applicable laws and Co-op guidelines, policies, mission, goals and practices.
- Commitment to identifying customer needs and maintaining and supporting the Co-op's customer service vision.
- Ability to exercise good judgment and discretion in handling confidential materials and matters.
- Demonstrated ability to follow through on commitments.
- Ability to work a flexible schedule to meet the needs of the business; some early mornings, evenings, holiday, and weekend shifts required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT (in a usual workday)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, use hands to handle, feel, and for fine manipulation. The employee is frequently required to reach with hands and arms; climb or balance; bend, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The noise level in the work environment is usually moderate. The employee must be able to maintain focus in a busy office environment.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than the "at will" relationship.

Received and accepted by

Signature:_____ Name(print):_____

Title:_____ Date:_____

Reviewed with employee by

Signature:_____ Name(print):_____

Title:_____ Date:_____

The Belfast Co-op is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.