

Grocery Manager

Position Description

Summary

This role oversees the core area of our cooperative. They ensure that the shelves are adequately stocked with the goods that people want. The ideal candidate loves food, enjoys working in a collaborative environment, and cares about responsible purchasing decisions.

Essential Duties

Staff Management

- Hiring and training staff
- Creating the work schedule to maintain adequate department coverage
- Communicating updates and changes with staff
- Delegating tasks to staff
- Maintaining a positive, team-centered working environment

Ordering and Pricing

- Negotiate with suppliers for favorable prices, terms, quality, and delivery.
- Ensure adequate supply of products, keeping out of stocks to a minimum.
- Ensure correct product rotation.
- Ensures buyers are reviewing invoices for accuracy, price changes, and product additions.
- Establish prices to achieve set margin goals.
- Ensure accurate up-to-date price scanning and labeling of department items.
- Communicate ordering times, deadlines, and changes in delivery time to other departments with shared vendors.

Merchandising

- Ensure displays and shelves are fully stocked, rotated, fronted, and faced. Set stocking priorities for department staff. Stock items as needed.
- Ensure proper shelf tags and sale signs are on shelves and displays.
- Plan attractive displays. Coordinate displays and specials with marketing. Ensure that monthly displays are set up accurately and in a timely manner.
- Cross merchandise products with other departments in coordination with marketing.
- Attend meetings with brokers to coordinate monthly specials.

Department Operations

- Ensure grocery team members are available to meet customers' requests and needs.
- Ensure tasks are assigned to ensure productive workflow.
- Ensure grocery equipment is maintained and properly serviced. Advise general manager of equipment repair/replacement needs.
- Participate in quarterly inventory process

Personnel

- Ensure training for all department staff is complete. Create training checklists and complete with new department staff.
- Motivate and provide grocery staff with the tools and materials required to ensure high quality and efficient job performance.

Budgeting and Planning

- Attend management team meetings.
- Work with the general manager to establish goals for margin, labor, and sales.
- Perform all other duties included in buyer, stocker, and receiving positions.

Skills Needed

- Strong organizational and communication skills
- The capacity to pay attention to detail and to multitask
- Ability to maintain positive working relationships with producers, coworkers, and the buying team