

## **NATURAL HARVEST FOOD CO-OP BULK BUYER JOB DESCRIPTION**

**Purpose:** To select, order, price, promote and assist customers with purchases of items in the bulk department. To maintain appropriate levels of stock and minimize product spoilage to help the grocery department meet objectives for sales, margin, inventory turns, labor and customer service. Assist the grocery manager with similar duties throughout the grocery department

**Status:** Reports to Grocery Manager  
Pay Level II  
Hourly position, 35-40 hours per week

### **NATURAL HARVEST CUSTOMER SERVICE AND INTERNAL SERVICE BASICS FOR ALL STAFF**

- Provide excellent customer service to our shoppers, including greeting customers, smiling and making eye contact.
- Make the customer's needs your priority whenever on the sales floor or answering the phone.
- Help customers find product locations.
- Accurately answer customer questions about products, store policies and co-op membership.
- Take initiative to constantly learn about products, product location and policies.
- Resolve customer complaints in a fair and tactful manner.
- Assist with placing and picking up special orders.
- Share information with our shoppers about co-op happenings, educational opportunities, and the benefits of co-op membership.
- Answer phones by third ring.
- Provide excellent internal customer service to all staff members, maintaining an attitude of goodwill toward yourself and others.
- Help to create a work environment that is cooperative, fun, productive, and safe, and that focuses on solutions instead of problems.

### **Responsibilities:**

#### **I. PURCHASING**

- A. Negotiate with suppliers for favorable prices, terms, quality, delivery, etc.
- B. Evaluate suppliers and investigate new sources of supply.
- C. Be aware of industry trends and changes and use this knowledge to choose appropriate products.
- D. Ensure adequate and timely supply of both regular products and promoted products to keep out of stocks to a minimum.
- E. Ensure proper receiving of bulk products in accordance with established procedures.
- F. Implement best practices for margin and inventory management to meet goals.
- G. Ensure appropriate handling of returns and a system to ensure credit from suppliers for products.
- H. With Grocery Manager, set sales, margin and inventory turn goals for the Bulk Department.
- I. Review monthly and quarterly reports, make changes if necessary.
- J. Set quarterly SMART goals to achieve department sales and margin goals. Review with Grocery Manager.

#### **II. MERCHANDISING**

- A. Ensure bins, displays and shelves are fully stocked and rotated, use store merchandising guidelines.
- B. Work with Grocery Manager to assess merchandising needs of bulk department.
- C. Ensure items stocked meet movement standards appropriate for the type of product. Review product movement reports regularly and make informed product decisions.

- D. Assist in development of stocking procedures, developing stocking priorities and training stockers on stocking procedures.
- E. Ensure all product costs are in POS system, and get updated regularly.
- F. Ensure accurate, up-to-date shelf tags and POS prices for department items.
- G. Ensure accurate, up-to-date uniform department signs.
- H. Provide product information for customers, staff, and newsletter editor.
- I. Attend marketing meetings to plan promotions and storewide merchandising.

### **III. DEPARTMENT MAINTENANCE**

- A. Coordinate storage of items to be returned to suppliers. See that unsellable items are properly disposed of. Keep accurate shrinkage records.
- B. Ensure that shelves, displays, aisles and storage areas in clean, orderly condition, meeting health department standards.
- C. Participate in regular inventory counts. Train other staff to take inventory if necessary.
- D. Ensure maintenance of department equipment in working order. Advise General Manager of equipment problems or needs.

### **IV. OTHER RESPONSIBILITIES**

- A. Participate in setting sales and margin goals for bulk department.
- B. Review departmental financial reports (sales, labor, margin) and take corrective action as needed.
- C. Attend storewide meetings.
- D. Perform other tasks assigned by the Grocery Manager.
- E. Perform Manager on Duty shifts as assigned.

### **QUALIFICATIONS**

- Experience in retail grocery.
- Experience with Microsoft Excel, Word
- Ability to project friendly, outgoing personality.
- Communications skills--good listener, clear instructions.
- Ability to handle multiple demands.
- Demonstrated ability to follow through on commitments.
- Ability to regularly lift 50 lbs, occasionally up to 60 lbs. Ability to lift over your shoulders.
- Ability to stand and/or move around for long periods of time
- Ability to lift, squat, bend and twist regularly
- Ability to work in cold environments
- Manual dexterity with hazardous equipment
- Knowledge of natural products.
- Able to work at least one weekend day and one closing shift per week