



Job Description

Grocery & Merchandising Manager

Created 9/9/08 by Heather Colburn
Last updated: 2/10/10 by Chris Dilley

Goal: The primary objective of the Grocery & Merchandising Manager is to create an excellently merchandised and accurately priced store atmosphere with a product mix that meets customers' needs, meets Co-op standards, and achieves an adequate level of profitability for the Co-op.

Schedule: 40 hours (full-time)

Supervisor: General Manager

Responsibilities:

Duties include but are not limited to:

- **Purchasing**
 - Communicate with other buyers to ensure efficiency and consistency.
 - Work proactively to get the items owners and shoppers want and need at competitive prices.
 - Add value to membership by identifying strategic owner specials and managing Owner Appreciation Weeks.
 - Maintain accurate pricing for profitability and price image.
 - Ensure accurate costs and margins in POS.
 - Fulfill CAP liaison duties and CAP agreement obligations.
- **Merchandising**
 - Merchandise store attractively and efficiently.
 - Merchandise end cap for best display of monthly sales.
 - Perform resets as necessary.
 - Maintain accurate and adequate shelf tags and signage.
- **Inventory**
 - Oversee store inventory counting procedures.
 - Work to create the most accurate and efficient inventory procedures possible.
- **Communication**
 - Maintain good relations with all vendors and staff.
 - Display excellent customer service.
 - Develop and maintain purchasing relationships with local businesses.
 - Actively communicate with our community via the Local Foods List, web site updates, eNews, Coop Scoop, etc.
- **General Managerial Duties**
 - Be an active member of the management team.
 - Be on-call as necessary.

Skills needed:

- Excellent customer service
- Excellent organizational and communication skills

Talents:

- Fierce attention to detail
- Cooperative spirit