



## Assistant Manager/Grocery/Purchasing Job Description

---

**Department:** Grocery  
**Report to:** Grocery Manager  
**Pay Range:** Four  
**Status:** Hourly/Non-Exempt

### Job Summary:

- Ensure timely and accurate ordering of adequate quantity of designated products for shelf sales, demos, special orders and promotions including, but not limited to, Co+Op Deals
- Ensure maintenance of ordering history from all vendors
- Promptly coordinate Point of Sale/POS maintenance information with IT Department
- Ensure processing, monitoring and documentation of special orders, credits, out-of-stocks, miss-picks and dented/damaged/discontinued products
- Ensure cooperation and coordination with department management to achieve department goals for purchasing, receiving, storage, stocking, rotating and merchandising of all Grocery Department products
- Ensure personnel management including, but not limited to, hiring, training, coaching, evaluation, leadership and supervision of designated staff

in compliance with established practices and WFC policies, National Organic Program/NOP and applicable insurance and regulatory agencies and to meet department goals for sales, margin, inventory turns, customer service, labor expense, safety and sanitation

### Essential Duties and Responsibilities:

#### Storewide

1. Abide by all WFC policies and procedures as outlined in the Employee Handbook and Policy & Procedure Manual.
2. Consistently and positively promote ownership and owner benefits.
3. Follow and ensure compliance with all safety practices and policies.

#### Customer Service

1. Exceed expectations of internal and external customers for service and provide a welcoming environment for all in accordance with WFC's customer service standards.
  - a. Resolve customer concerns.
  - b. Anticipate customer needs.
  - c. Promptly respond to requests for service and assistance.
  - d. Schedule and post electronically position hours to ensure availability of department support.
2. Treat all customers and co-workers fairly, consistently and with respect.

3. Engage in creating and maintaining a positive, ethical and productive department and workplace that contributes to achieving progress on WFC's ENDS.

### **Job Specific**

1. Ensure timely and accurate ordering of adequate quantity of designated products for shelf sales, demos, special orders and promotions including, but not limited to, Co+Op Deals.
2. Ensure maintenance of ordering history from all vendors including, but not limited to, consistent and prompt follow-up on vendor issues including, but not limited to, out-of-stocks, timely deliveries, delivery of damaged or compromised products.
3. Promptly coordinate Point of Sale/POS maintenance information with IT Department including, but not limited to, price changes, entry of new products/sale batches and deleting products/sale batches; coordinate with IT Department to ensure appropriate and accurate shelf signs/price tags for all designated products.
4. Ensure processing, monitoring and documentation of special orders, credits, out-of-stocks, miss-picks and dented/damaged/discontinued products.
5. Direct, prioritize tasks and, as needed, fill-in for designated department staff.
6. Ensure cooperation and coordination with department management to achieve department goals for purchasing, receiving, storage, stocking, rotating and merchandising of all Grocery Department products.
7. As directed, hire, train, coach, develop, and evaluate designated employees in compliance with established practices, policies and budget restrictions to support day-to-day operations and to achieve department goals.
8. Ensure department accountability for maintaining performance standards, provide daily supervision and leadership to designated employees and follow through promptly on documentation, coaching and corrective actions in compliance with WFC policies and practices.
9. Ensure cleanliness and maintenance of department areas and department equipment in compliance with established practices; document and report any equipment maintenance or safety concerns to the Grocery Manager.
10. Perform other tasks assigned by the Grocery Manager including, but not limited to, participation in department resets, inventories and decisions on new/discontinued products.

### **Knowledge, Skills, Abilities**

#### **Preferred Knowledge, Skills and Abilities**

- Applicable degree/certification
- Experience in retail ordering, receiving, pricing, merchandising, display
- Experience supervising including, but not limited to, interviewing, training, ensuring accountability and evaluating employees

#### **Essential Knowledge, Skills and Abilities**

- High school diploma or GED
- Minimum two years of experience in natural foods
- Experience providing leadership and/or direction to employees including training and coaching
- Experience in retail, grocery and/or cooperative management
- Experience purchasing, ordering, receiving in a fast-paced retail environment
- Ability to follow through on systems and procedures
- Outstanding customer service skills
- Computer proficiency, e.g., keyboard experience, email, Word, EXCEL, data base management
- Attention to detail and good organizational skills

- Ability to handle multiple demands, work under time pressures and meet deadlines
- Personal integrity to handle confidential information as applicable
- Willingness to be open, to learn and to take on new responsibilities
- Demonstrate objectivity, neutrality and calmness under pressure
- Ability to prioritize tasks
- Regular, predictable attendance
- Effective communication skills in English
- Available to work evenings, weekends, holidays

**Work Environment:**

1. Occasional Exposure
  - a. Outdoor weather conditions (e.g., carry-outs, tasks in loading dock area)
2. Frequent Exposure
  - a. Wet and/or humid conditions (e.g., walk-in/reach-in coolers)
  - b. Change in room temperatures due to proximity of entrance/exit doors
  - c. Carts, pallets and hand-trucks moving in and out of storage/retail areas and in and out of freight elevator
3. Constant Exposure
  - a. Background music and in-store pages
  - b. Food odors, grain and spice dust, food allergens

**Essential Physical Requirements**

1. Ability to frequently lift and move up to 60 lbs. throughout shift
2. Ability to stand, walk, squat, bend, sit, balance and rotate body
3. Ability to complete repetitive tasks such as moving objects in stocking and bulk preparation tasks
4. Use of hands and feet to operate machinery such as carts, pallet jack, cardboard baler, computers, scales and hand trucks
5. Frequently ascend and descend stairs, ladders and step stools
6. Ability to safely use sharp cutting instruments

**IMPORTANT DISCLAIMER NOTICE**

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or the work environment change.