

ONEOTA COMMUNITY CO-OP
FULL-TIME BULK DEPARTMENT BUYER
JOB DESCRIPTION

Job Title: Bulk Buyer, Full-Time
Pay Grade: Level V
Supervisor: Grocery Manager

Current as of: 6/16/2017
FLSA Classification: Non-Exempt
Incumbent:

Job Summary: The Bulk Buyer is responsible for pricing, merchandising and promoting bulk products at the Co-op to meet goals for sales, margin and inventory turns for this critical Grocery department. The Bulk Buyer will manage the bulk department by using the Co-op's mission, Ends Statements and merchandising manual as their guide to provide the best bulk products as possible with an emphasis on locally produced and organic items. Most importantly, you will ensure a positive Co-op image by working collaboratively with other team members to provide courteous, friendly and efficient customer service to customers and team members by using the (S)mile (E)ngage (T)hank you approach.

Responsibilities:

I. PURCHASING

- Place orders to minimize out-of-stocks, overstocks and maximize sales and turns.
- Work with the Grocery Manager to manage Bulk categories, to evaluate products, introduce new products and discontinue slow sellers.
- Receive orders following established procedures. Obtain credit from vendors as needed.
- Calculate prices to meet margin goals.
- Keep department products and prices updated in POS system.
- Ensure accurate, up-to-date price labeling or shelf tags for all department items.
- Utilize purchase and receiving journals.
- Work with the Grocery Manager to research new product, development and selection.
- Negotiate with suppliers for favorable prices and terms, quality and delivery.
- Evaluate suppliers and investigate new sources.

II. MERCHANDISING

- Plan and maintain attractive, fully stocked and rotated department.
- Ensure accurate, uniform, up-to-date department signs as needed.
- Host regular in-store sampling and assist during educational events and classes pertaining to bulk products.
- Attend meetings as assigned.
- Visit other local stores for price comparisons, product and merchandising ideas.
- Attend trade shows, conferences and workshops as assigned.
- Provide product information to customers, staff and newsletter.
- Keep abreast of developments in product industry.
- Provide assistance with special orders.
- Evaluate stocking priorities for other department staff and volunteers and direct them as needed.
- Stock items as needed.

III. DEPARTMENT MAINTENANCE

- Ensure that unsellable items are returned or otherwise properly disposed of, following established procedures.
- Keep accurate shrink records.
- Ensure that department areas (aisles, shelves, bins, and storage areas) are kept in clean and orderly condition and maintain a regular cleaning schedule.
- Participate in quarterly inventory counts.

IV. CUSTOMER SERVICE

- Assist customers with product questions, in a prompt and friendly manner.
- Assist customers with special orders.
- Strive to meet monthly Mystery Shopper score goals.

V. OTHER DUTIES

- Assist other Grocery departments with stocking and other duties.
- Learn basic tasks of other Grocery departments in order to be a substitute in case of emergencies.
- Perform other tasks assigned by Grocery Manager and/or General Manager.
- Participate in setting sales and margin goals for department.
- Review departmental financial reports (sales, labor, margin, turns) with Grocery Manager and take action as needed.

Qualifications:

Education:

- High School Graduate, some secondary education preferred.

Experience:

- 1-2 years experience as a department buyer.
- 1-2 years experience in a retail environment, preferably in a co-op, or natural food store.
- Purchasing and merchandising experience preferred.
- Knowledge of current trends in the bulk industry.

Skills & Abilities:

- A firm grasp of margins and pricing.
- Willingness to work some weekends and evening hours.
- Basic computer skills and knowledge (MS Excel, MS Word, POS system knowledge).
- Familiarity with natural foods industry.
- Good communication skills.
- Ability to work independently and manage time productively.

Physical Demands/Working Conditions:

- Ability to sit, stand, walk for 8 hours/day, on average.
- Ability to lift up to 50 lbs.
- Ability to use hands for keyboard, pulling and pushing standard office supplies and carts for hauling product.
- Ability to bend, squat, reach on an occasional basis.

(The job description does not constitute a written or implied contract of employment. Oneota Community Food Co-op reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.)

Job Description Approved By:

General Manager

Date

Job Description Received By:

Employee's Signature

Date