

**ONEOTA COMMUNITY CO-OP  
PART-TIME MEAT DEPARTMENT BUYER  
JOB DESCRIPTION**

**Job Title:** Meat Buyer; Part-time  
**Pay Grade:** Level IV  
**Supervisor:** Grocery Manager

**Current as of:** 5/01/2017  
**FLSA Classification:** Non-Exempt  
**Incumbent:**

**Job Summary:** The Meat Buyer is responsible for selecting, pricing, merchandising and promoting products to meet objectives for sales, margin, an inventory turns for the Grocery Department that reflects the six Ends of the Co-op by providing high quality products at the best possible price and supporting local suppliers whenever possible. The Meat Buyer will strive to build and maintain the department as the highest quality meat selection in the Decorah area. Most importantly, you will ensure a positive Co-op image by providing 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 turnover.
- 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.

**II. MERCHANDISING**

- Plan and maintain attractive, fully stocked and rotated department.
- Ensure accurate, uniform, up-to-date department signs as needed.
- Participate, when needed, in regular in-store sampling.
- Attend meetings as assigned.
- Visit other 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.

**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 orderly condition.
- Participate in inventory counts.

**IV. CUSTOMER SERVICE**

- Assist customers with product questions, in prompt and friendly manner.
- Assist customers with special orders.

**V. OTHER DUTIES**

- 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 natural and meat food 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 the natural food 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.
- Ability to work in a cold environment.

---

*(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