Oneota Community Food Co-op
Part-Time Produce Stocker Job Description

Job Title: Part-Time Produce Stocker   **Current as of:**   5/21/2014
Pay Grade: Level 2   **FLSA Classification:**   Non-Exempt
Supervisor: Produce Manager   **Incumbent:**

Job Summary: This position is responsible for attractively stocking produce, maintaining attractive displays, culling, receiving accurately and some pricing. In addition, 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.

Duties and responsibilities: (in order of importance, but not limited to these duties)

Customer Service
- Greet customers promptly, courteously and with enthusiasm.
- Develop rapport with members and regular customers.
- While working on the floor, personally engage with customers and promote products with samples, tastes, serving suggestions.

Product Presentation
- Keep displays as full as possible to give feeling of abundance.
- Pay attention to color, texture contrast.
- Consistently rotate stock.
- Follow the shift guidelines as outlined by Produce Manager.
- Keep samples full and have proper signage/pricing on the product being sampled.

Prepping and Culling
- Keep aware of newer, fresher items in stock and bring out promptly.
- Reduce older items as needed.
- Always remove poor quality items.
- Always rotate stock in the back as well as in the displays.

Produce Handling
- Handle produce carefully, without bruising.
- Store properly to prolong freshness.
- Follow the prepping guidelines as outlined by the produce manager.

Price Changes
- Consistently note and change prices on signs and PLU's as instructed and relay information to cashiers and other staff.
- Use good judgment in transition between old and new priced items.
- Know how to problem solve and find correct prices if not given on case.

Receiving
- Date every box and label clearly & legibly.
- Indicate Organic/non when stored.
- Store Organic separate from conventional.
- Check piece count, pack, variety, quality.
- Catch all discrepancies and records completely on invoice. Leave an easy paper trail for buyer or Produce Manger to get credit.

- Call in credits when Produce Manager is absent.
- Plan for efficiency when stocking walk-in cooler, so that needed items aren't buried.

Department Maintenance
- Handle hazardous equipment carefully and deliberately, never leave it out in a situation where it could injure others.
- Check temperatures of all refrigerated equipment and promptly notify management if there is an issue.
- Clean one section weekly to ensure equipment is clean and free of debris and works efficiently.

Product Knowledge
- Read produce and other publications.
- Increase knowledge about seasons, preparation, storage needs, quality, ripeness, nutritional content.
- Check email regularly for product updates and market updates.

Other Duties
- Perform other tasks assigned by Produce Manager and/or General Manager.

Qualifications:

Education:
- High School Graduate, some secondary education preferred

Physical demands/working conditions
- Ability to lift 50lbs or more repetitively.
- High attention to detail.
- Ability to work quickly and efficiently.
- Manual dexterity with hazardous equipment.
- Ability to stand for long periods of time.
- Ability to sit, stand, walk for 8 hours/day on average.
- Basic computer skills and knowledge (MS excel, MS word, POS system knowledge)
- Ability to project a friendly outgoing personality.

Abilities/Skills
- Regular predictable attendance.
- Ability to work cooperatively.
- Familiarity or interest in produce.
- Cooking skills preferred.

(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