



Job Description

Job Title: Produce Manager

Department: Produce

Reports To: General Manager

General Purpose of the Job:

Produce manager oversees operations and staffing for the produce department.

Essential Job Duties and Responsibilities:

- Manages department inventories, ordering and price changes.
- Schedules produce employees, as well as train new employees. The manager also deals with the concerns and disciplinary actions of employees.
- Develop merchandising plan for the department, set up and creates new displays for seasonal items as well as sale items.
- Lead down stacking of freight upon delivery and oversees quality, accuracy, and product rotation.
- Assist customers with questions, concerns, and special orders.
- Control department expenses by improving operations and efficiencies, by controlling labor costs and reducing shrinkage.
- Knowledgeable on department products and their status (sales, order, origin, etc.)

Education and/or Experience:

- PREFERENCE: High school diploma or equivalent.
- Minimum of 1-year experience in retail or produce related position.
- Managerial experience preferred.

Certificates, Licenses, Registrations:

- Valid Driver's License or Photo ID
- Social Security Card
- U.S. Passport (to substitute for Photo ID & SSC if needed)
- WA State Food Handlers Certificate (must have upon starting date)

Qualifications:



- Ability to deliver friendly and courteous service to customers and vendors.
- Self-motivated
- Time management skills
- Ability to manage high stress situations with employees and customers
- Knowledge around organic produce and our local farm system
- Knowledgeable on food safety procedures and packaging.
- Dependable/flexible on hours and situations that may arise.

Physical Demands:

This position will require use of hands, walking, sitting, speaking, and hearing consistently through any given shift. Additionally, the ability to lift 50lbs may be needed. Must be able to move fast upon freight and handle large and bulky items.

Additional Information:

Schedules may differ upon season and business changes. Flexibility in your availability may be necessary for proper coverage or business needs.

****Please sign below to acknowledge job requirement's****

I, _____, have read and accept the terms of the position.

X _____

(Employee's Signature)

Date: _____

Manager's Signature: _____