

Buyer Merchandiser Manager

Grocery Department

Woodstock Farmers' Market is a \$9 million a year fresh market that sells a wide variety of great food. We are a member of the Good Food Merchants Collaborative (one of only 20 retailers around the country), the Specialty Food Association, the Vermont Fresh Network, Woodstock Chamber of Commerce, Vermont Cheese Council and sundry other organizations.

The Grocery Department, which handles Bread, Dairy, Frozen, Refer, Grocery and Wine, is one of the largest departments at WFM, grossing well over \$2 million/year. It is comprised of specialty items shipped directly to us from small vendors from across the country as well as items purchased from larger distributors—and everything in between. Our staff includes receivers, stockers, bulkers, buyers and merchandisers. We rely heavily on our ECRS inventory management system and work very closely with our Cashiering Department to give our customers amazing service 24/7.

We are a store with a strong mission, clear guiding principles, a 10-year vision. We set annual goals. We stress love, respect and trust as a foundation and add a great workplace, responsible sourcing of products, getting involved in our community and responsible finance (open book) as keys to our success. Other key components of our business perspective include focusing on outstanding service, superior training, making and selling amazing, authentic and short channel foods as well as having fun marketing and merchandising all the things we do.

General Description: Our Buyers are integrated with all facets of the Grocery Department: ordering and merchandising great products; receiving and stocking, pricing and promoting. Buyers work alongside stockers to ensure that the store looks great all the time, and with the Inventory Manager so that the data in our POS system is accurate.

Specific Duties:

A WFM Buyer/Merchandiser helps maintain our sourcing mission through engagement at all levels of the buying process: keeping an eye on pricing and promotions; looking out for new and exciting products; forging relationships with vendors; actively planning and communicating with the leadership group and other department leaders and planners; and executing game plans with the rest of the team of stockers/receivers/buyers while helping to manage, motivate and mentor the team.

They are responsible for helping to direct daily tasks as well as longer-term projects. This is a managerial position, in terms of both staff and sales. The success of both depends on great leadership. Actively works with Inventory Manager in department goal setting and projects as well as the task management of stocker/receivers.

- Works on the floor of the store, being available to answer guest questions.
- Helps with Farmers' Curbside, our Webcart shopping experience.
- Attends food shows.
- Places orders with wholesalers, distributors and smaller direct manufacturers/food artisans.
- Generates purchase orders.
- Changes prices accurately in ECRS data system.
- In charge of merchandising plans each week/month/season.
- Works with Inventory Manager on staff schedule.

- Sets daily and weekly tasks: merchandising/receiving/stocking/counting.
- Trains staff to receive, stock and merchandise products the WFM way
- In charge of great signage with Marketing Dept.
- Helps to plan specific campaigns weeks and months ahead for in-store and calendar promotions often with planning group and Leadership team.
- Services guests by naturally suggesting products to customers as they weave their way around the marketing.
- Attends weekly department planning meetings.
- Helps to set annual vision/goals/budgeting for department
- Reports to Grocery Director—a WFM staff owner.

Our Needs:

- Must have outstanding planning, communication and organizational skills as well as a great eye for display.
- Must possess an excellent grasp of finance, costing, and pricing.
- Must possess self-direction, humility, collaboration, creativity and personal accountability, as well as a natural ability to inspire and motivate others.
- Several years' experience buying/merchandising/receiving/stocking. Experience training, leading and motivating others, and holding them accountable.
- Outstanding Math/Computer Skills: Must work with Excel spreadsheets and as well as have some background using a main inventory computer/register system. Ideally this person would have experience with our ECRS inventory system.
- Heavy Lifting and Good Physical Stamina: 40 lb or more is required. Physical stamina is expected with much bending, lifting and walking during the entire work shift.
- Love of Service: Actively looking for ways to help people and enjoying it. A humble attitude is essential! Frequent sales occur during daily floor time and our customers love suggestions and new product ideas.
- Excellent Day Planning and Long-Range Planning Skills: Our Grocery Team plans out months in advance and great planning and organizational skills are necessary. Understanding the daily and weekly prep lists and the prioritization of tasks is critical too, as is communicating this to a team.
- Outstanding Organization and Communication Skills: He/she must prioritize projects and keep them moving forward while communicating this to a team of people.
- Being Graceful in Difficult Situations: Having a personality that can naturally handle tough news and is able to turn a difficult encounter into a win for the Market.
- Experience working with teams a plus; using collaboration and teamwork for setting daily, weekly, monthly goals; executing projects, etc.

Time Commitment: This is a full-time job. We estimate about 40-45 hours/week. At least one weekend day is required. Holidays and summer are our busiest times and require planning and commitment. Pre Covid shifts included early mornings (6:30 AM) and early evening shifts (till 8 pm). Shifts like these are required at times but most hours will be middle of the day shifts—8-4, 9-5, 10-6. Our store hours are 7:30-7, Tuesday through Sunday. We are closed Mondays. For our current Covid hours, please see our web site. And for specific Covid hours for this position, see supervisor for details.

Education: At least 5 years' work experience within the food industry or retail is required. High School or GED degree is necessary. Ideally, experience purchasing foods or perishables is preferred.

Compensation/Hiring Guide: Salaried position. \$40,000 - \$45,000+/- depending on qualifications and experience. Full time benefits available: Simple IRA, Health Insurance, short term disability, 30% staff discount, earned time off.

Covid 19: Due to the nature of the Covid 19 pandemic, we are adhering to all state guidelines. See our website for all Covid 19 safety precautions.