

## **Grocery Associate**

### **Grocery Department, Woodstock**

\$500 Signing Bonus for FULL-TIME HIRES, after waiting period\*

**Time Commitment:** This is a full-time position. 1 weekend day required per week, and morning and evening shift availability a must. Holidays and summertime are our busiest times and require planning and commitment.

**Who are we?** The Woodstock Farmers' Market is the area's premier year-round, fresh food-focused grocery store. We are committed to creating and selling the best products sourced locally and globally, ethically and sustainably. We hire only the most service-oriented people who appreciate a fun, fair, drama-free workplace, and share our core values:

- Come with an empty cup: have humility
- Sit at the table together: be collaborative
- Do the right thing—always: be honest, accountable and have integrity
- Always hungry: relentlessly get stuff done
- Fish Cakes: think outside the box to creatively solve problems
- Bright side: always be positive

The Grocery Department is one of the largest departments at the Woodstock Farmers' Market, grossing over \$2 million/year. It comprises specialty groceries shipped directly to us from small vendors from across the country, everyday grocery items purchased from larger distributors—and everything in between. Our staff includes receivers, stockers, bulkers, buyers and merchandisers. There is never a dull moment with over 15,000 items coming in (and many hopefully going out!) the door at any given point during the year. We rely heavily on our inventory system called ECRS and work very closely with our Cashiering Department in regards to giving our customers amazing service 24/7. The Grocery Department also is responsible for Dairy and Bread sales and works closely with Wine and Beer sales/merchandising.

### **Department Mission:**

To provide our customers with the best selection of quality delicious, interesting products that we feel great about; to offer these products at the best price that we can; to promote customer education through extensive sampling and informative signs; to be comfortably profitable; and to provide consistently cheerful, helpful service that allows our guests to leave happy and satisfied every time they shop.

### **General Duties:**

Grocery Associate is full non-supervisory position. This can often be an entry level position within the department. He/she must be able to:

- Work stocking and receiving shifts
- Stock all areas of the department with large, beautiful displays
- Make neat and readable signs
- Check pricing
- Check in orders for accuracy
- Keep work and store areas clean and organized
- Package and price bulk items appropriately
- Assist with bagging at the register when necessary.

**A successful candidate has:**

- Outstanding communication and organizational skills
- Attention to detail
- Good physical stamina: Ability to lift 40 lbs., as well as go up and down stairs, bend, twist, walk and stand for prolonged periods
- Love of Service: Actively looking for ways to help people and enjoying it—both guests and team members
- Good eye for display
- Ability to be graceful in difficult situations: Having a personality that can naturally handle challenges, and is able to turn a difficult situation into a win for the Market
- Experience working with a team of people: communication and collaboration, teamwork
- Willingness to always see the best in others

**Compensation:**

\$15.00-\$17.00/ hour for full time employment

30% employee discount

Short term disability (no cost to employee)

Health insurance contribution of \$340 per month

Optional dental and vision insurance

Gym membership contribution of \$120 a year (6 month wait period)

Annual shoe reimbursement at year anniversary up to \$75

Simple IRA (one year vesting period)

Earned vacation time

\* Signing Bonus for Full-Time Employees: (\$250 at 3 months, and \$250 at 6 months of employment).

I acknowledge that I have read and understand the above job description in its entirety and can perform all the stated requirements.

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Employee Signature

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Date