

# Grocery Buyer

## Grocery Department

**Time Commitment:** This is a Full-time, hourly position. 1 weekend day required per week, and morning and evening shift availability a must.

**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

**General Description:** The Grocery Buyer works in tandem with the other Buyers on the Grocery team. They are integrated with all facets of the Grocery: 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 in Woodstock 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 Lead Buyer/Grocery Director and other managers; executing game plans with the rest of the team of stockers/receivers; and creating and maintaining beautiful displays.

- Works on the floor of the store, being available to answer guest questions.
- Attends food shows.
- Places orders with wholesalers, distributors and smaller direct manufacturers/food artisans.
- Generates purchase orders.
- Changes prices accurately in ECRS data system.
- Helps with merchandising plans each week/month/season.
- Helps set daily and weekly tasks: merchandising/receiving/stocking/counting.
- Helps staff to receive, stock and merchandise products the WFM way.
- Creates great signage with Marketing Dept.
- Helps to plan specific campaigns weeks and months ahead for in-store and calendar promotions often with planning group
- Services guests by naturally suggesting products to customers as they weave their way around the market.
- Reports to Lead Buyer/Grocery Leader

**Our Needs:**

- Must have outstanding planning, communication and organizational skills as well as a great eye for display
- Must understand finance, costing, and pricing
- Must possess self-direction, humility, collaboration, creativity and personal accountability.
- 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, squatting, twisting, reaching, lifting and walking during the entire work shift.
- Love of Service: Actively looking for ways to help customers and coworkers all the time
- 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 lists and the prioritization of tasks is critical too
- Outstanding Organization and Communication Skills: Must prioritize projects and keep them moving forward
- 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

**Education:** At least 1 year's work experience within the food industry or retail is required. High School or GED degree is necessary.

**Compensation/Hiring Guide:**

Hourly position. \$16-18 an hour

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).