

Inventory Manager Grocery Department

Woodstock Farmers' Market, Woodstock location, 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 at the Woodstock location handles the ordering/receiving/merchandising of Bread, Dairy, Frozen, Refer, Grocery, Beer and Wine, and 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.

WFM is a store with a strong mission, clear values and 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: A WFM Inventory Manager oversees all aspects of product data for the combined Grocery departments (including Bread, Dairy, Wine and Taxable Grocery). They work with our ECRS Catapult Point of Sale system ensuring that all data is complete, accurate and up to date. He checks prices, enters and commits invoices, creates PLU codes as needed, runs reports as needed, codes invoices for the general ledger, requests credit on items when needed, and helps to manage a team of stockers/receivers to insure accuracy in all phases of business, from checking items in to making sure shelf tags are accurate to scheduling and overseeing cycle counts.

Specific Duties:

- Entering items into inventory
- Creating PLU codes as needed
- Checking and entering accurate pricing information
- Maintaining supplier information
- Running sales reports
- Changing prices of current items in ECRS data system.
- Creating sale worksheets
- Working with Buyer/Merchandiser to do the schedule, as well as setting daily and weekly tasks: merchandising/receiving/stocking/counting
- Co directing and managing a small group of grocery staff
- Training staff to receive, stock and merchandise products the WFM way
- Managing cycle counting and cycle counters
- Creating and maintaining shelf tags
- Helping maintain our Webcart
- Handling credits from deliveries, making sure all credits are accounted for.
- Assisting other departments in their data management questions
- Attending weekly Department meetings.

- Helping to set annual vision/goals/budgeting for department
- Reports to Grocery Department Leader

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Our Needs:

- Must share WFM Values:

--Humility: All staff being humble and selfless.

--Being Collaborative: Power in numbers; solving issues together.

--Doing the Right Thing: Always thinking of the best solution knowing that ethics and morals matter.

--Always Hungry: Being unrelentless to get stuff done.

--Creativity and Smarts: Thinking outside the box; never settling for the norm.

--Positive in Spirit: Knowing the glass is half full is the only way to live life.

- Must have outstanding math, communication and organizational skills.
- Must possess an excellent grasp of finance, costing, and pricing.
- Experience: Several years' experience in a sales environment.
- Must be able to direct and manage a small group of people.
- 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—both guests and team members.
- 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. Must maintain supplies for department
- 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 a team of people: communication and collaboration, teamwork, daily, weekly, monthly goals, 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: Salary or hourly depending on candidate and circumstance. \$22/hr +/- depending on qualifications and experience. Full time benefits apply: Simple IRA, Health Insurance, short term disability, 30% staff discount, earned time off. We operate with Open Book Financials; would qualify for gain share/bonus program based on company and/or personal performance.

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.