

JOB DESCRIPTION

Job Title	Produce Manager	Department	Produce Department
FLSA Status	Non-Exempt	Reports To	Store Manager
	<input checked="" type="checkbox"/> Fulltime <input type="checkbox"/> Part-time	Hours	40
Date Created		Approved	

Primary Functions: The Produce Manager is responsible for managing and overseeing the daily operations of the Produce Department.

Essential Functions

- Ensures compliance with company policies and procedures with respect to department operations, quality, safe food handling, to ensure compliance state, federal and OSHA safety and sanitation regulations.
- Tracks sales, manages inventory, and orders merchandise to ensure freshness, meet customer demands and ensure profitability of department.
- Schedules staff and delegates work assignments.
- Provides training on department procedures, safe food handling, and sanitation regulations.
- Cooperates with other departments in special promotions to help drive sales.
- Ensures that staff work safely and comply with local, state, and government weights, measures and labeling laws.
- Develops and implements localized merchandising plans, sets up and creates displays for new or seasonal items to drive sales.
- Oversees and maintains merchandise presentation (cleanliness, organizing, stocking and removing).
- Any other duties as assigned.

Competencies

The Produce Manager must be self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have excellent interpersonal and communication skills, and interface well with management, co-workers, and the public. The Produce Manager must have the ability motivate teams; work in fast-paced environment, have good judgement and make decisions. Must be proficient with produce resources, math, pricing, and technology.

Education and Experience

High School Diploma or equivalent
 5+ years' experience in Produce Management
 Microsoft Office proficient

Physical Requirements

Ability to be in a stationary position and/or move about for various intervals
 Ability to utilize the phone (requiring auditory and verbal senses)
 Ability to utilize computer for various intervals (requiring finger dexterity/visual acuity)
 Ability to lift up to 50 lbs.
 Ability to travel independently (via plane/car)
 Regular and predictable attendance

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.