

## JOB DESCRIPTION

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

**Primary Functions:** The Assistant 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 and sanitation requirements.
- Ensures that staff work safely and comply with local, state, and government weights, measures and labeling laws.
- Cooperates with other departments in special promotions to help drive sales.
- Develops and maintains merchandise presentation (cleanliness, organizing, stocking and removing).
- Develops and implements localized merchandising plans, sets up and creates displays for new or seasonal items to drive sales.
- Any other duties as assigned.

### Competencies

The Assistant 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 Assistant Produce Manager must have the ability to 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  
 2+ 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.  
 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.*