



**Alberta Cooperative Grocery
Job Description**

Job Title: Backup Grocery Buyer
FLSA Status: Hourly/Non-Exempt

Summary: The purpose of the Backup Grocery Buyer position is to buy for the ACG Grocery department when the primary Grocery Buyer is unable. The Backup Grocery Buyer places orders, receives orders, and executes day-to-day department needs. This position is accountable to the Grocery Team and Collective Management.

Essential Duties and Responsibilities include the following: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Buys for the Grocery department on Sunday and Monday;
- Temporarily assumes duties of Grocery Buyer with reasonable proficiency in the event of their absence;
- Stays true to the buying standards of the Alberta Co-op Grocery;
- Attends to cost and profit margins of Grocery department;
- Attends monthly Buyer Team meetings;
- Works with Grocery Buyer to understand and maintain buying strategies;
- Utilizes data from SATORI in order to make informed decisions on purchases;
- Monitors and maintains margins, tracking sales, shrink and spending; works with Finance Coordinator to keep margins on track;
- Coordinates orders and deliveries which maximize freshness and minimize out of stocks and shrink;
- Responsible for verification of invoices for each delivery, checking pricing and receipt of goods;
- Calls in, tracks, and follows up on credits;
- Coordinates quarterly inventory of Grocery department and reports findings;
- Updates products within POS/CORE system; takes discontinued products out of use, updates pricing and order numbers, ensures complete entry of data within Item Maintenance.
- Maintains consistency and availability of products; communicates shortages or outages to staff and customers;
- Ensures all shelf signage is up-to-date and within the standard set by the Marketing department;
- Responds to customer requests and suggestions verbally or electronically as necessary;
- Shows a willingness to utilize internal and external resources for ensuring continuous improvement within the Grocery department.

Skills and Competencies:

- Provide excellent customer service as a top priority
- Provide shoppers with information about natural foods, ownership, the cooperative, and our mission in a positive manner
- Arrive to scheduled shifts on time and prepared to work
- Be organized, timely, and able to follow through on commitments
- Answer and direct telephone calls, taking messages as needed
- Communicate about and resolve any question or problem with the Collective Management and

co-workers

- Thoroughly read and follow the ACG Collective Management Agreement
- Perform other tasks conveyed by the Collective Management

Qualifications:

Education and/or Experience

- Minimum 1-year experience (preferred) working in a purchasing or buying capacity; inventory management system or experience is a bonus

Language Skills

Ability to read and interpret documents such as inventory, ordering guides, operating and maintenance instructions, and procedure manuals; ability to speak effectively and kindly before groups of customers or employees of the Cooperative; must be able to speak English proficiently.

Mathematical Skills

Ability to calculate figures and amounts.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Basic understanding of computers, computerized spreadsheets; ability to learn and utilize inventory and buying programs.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee will be required to regularly talk, hear and see. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust and focus. The employee will be required to repeatedly lift up and carry up to 50 lbs., reach at, below, or above shoulder height; stoop, push and/or pull, twist, bend, sit, stand, and walk.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Floor surface vary from hard tiled floor or concrete to carpet;
- Ability to tolerate a high level work pace that is typical for the retail food industry;
- Ability to stand for long periods of time;
- The noise level in the work environment can be moderate;
- Can handle extreme temperatures; cold refrigeration and freezers.

Signing this document ensures that the signer has read and understands the Grocery Buyer job description and has committed to adhering to the expectations within. The Grocery Buyer job description will in part be used to assess workers' job performance at their annual review and throughout the year.

Signed _____

Print Name _____

Date _____