

Produce Manager,
Effective, November, 2010

Saver Tarheel, LLC.
Job Description – PRODUCE MANAGER

**Reports to: Produce Merchandiser
Store Manager**

Hourly Position

Note: This document describes the major responsibilities of the Saver Tarheel Produce Manager. Management reserves the right to assign other duties as required to insure efficient store operations.

General Qualifications:

- Experience in produce is helpful but not required.
- Supervisory experience needed in managing people. (Note: Personnel from other functions of the store assist in produce as needed. Produce Manager must assign work and follow up to insure that work is completed.)
- Experience in ordering and merchandising product is desired.
- Customer service orientation, friendly personality.
- Excellent communication skills; willingness to teach employees.
- Strong work ethic.
- Ability to self start and complete work assignments
- Desire to grow in the job/ with the company.
- Acknowledge all non-smoking areas in the store – smoke only in designated areas.
- Flexible in work schedule, may vary week to week.

Essential Functions/Job Responsibilities:

- Customer Service – Meet customer needs with a smiling face and remember that the customer always comes first. Always make our customers know that they are important and special to us. Handle all customer questions and concerns
- Insure freshness and quality through rotation of product throughout the department.
- Train new personnel.
- Complete tasks as assigned by store manager and Produce Supervisor.
- Inventory product on hand and generate orders per delivery schedule.
- Maintain prices as set forth by the Produce Supervisor; Prices should be verified from computer printout to signage weekly
- Set up and maintain all displays.
- Follow all store requirements when checking in vendors.
- Wear rubber gloves and hats in areas required by Health Department.
- Maintain Daily Temperature Log for coolers and sales floor cases. Post daily outside coolers.
- Insure that following activity list is completed each day:

General Activities:

- ✓ Check temperature of refrigerated case and walk-in cooler.
- ✓ Cull the complete produce sales area.

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Effective, November, 2010

- ✓ Identify out of stock items and fill the primary out-of-stock items first. (Primary items: bananas, potatoes, bagged onions, lettuce, salad, tomatoes, cabbage.)
- ✓ Fill the secondary out of stock items.
- ✓ Fill the Special Promotion displays (Example: Special strawberry display, promotional apples, and promotional oranges.)
- ✓ Start at the beginning of the refrigerated case and complete filling of the rack using 100% rotation.
- ✓ Fill table displays with 100% rotation.
- ✓ Fill potato and onions displays using proper rotation.
- ✓ Generate and complete paperwork on a timely basis.
- ✓ Rework culls and document loss on shrink chart.
- ✓ Reduce sub-standard product enough to sell the product the day of reduction.
- ✓ Process enough packaged product to last until close unless your store utilizes an evening produce clerk.
- ✓ Refill and straighten department a minimum of every 2 hours.
- ✓ Communicate to the evening Store Manager a list of items processed and ready for fill. If you have an evening produce clerk leave a to do list to work from.
- ✓ Clean prep station and sinks at the end of the day.
- ✓ Sweep and mop the prep area floor at the end of the day.

Receiving Deliveries:

- ✓ Check the load against the invoice for proper billing.
- ✓ Report overages and shortages to the Store Manager.
- ✓ Inspect product for quality and condition. If you identify product that is not acceptable, report the problem with a completed credit request to the store manager.
- ✓ Put load away in designated storage areas, maintaining proper rotation of the product.
- ✓ Code date all product on the end of each box with the delivery date to assist in proper rotation.

Special Assignments:

- ✓ Maintain gross profit as determined by Produce Merchandiser.
- ✓ Maintain shrink factor as determined by Produce Merchandiser.
- ✓ Make price changes as directed.
- ✓ Conduct monthly inventory.
- ✓ Wipe down front of refrigerated case and tables.
- ✓ Make weekly signs.
- ✓ Inventory backstock before placing order.
- ✓ Clean mirrors weekly.
- ✓ Wash cooler walls quarterly.
- ✓ Scrub backroom floor – weekly.
- ✓ Clean refrigeration cases – monthly.
- ✓ Clean day tables – monthly or as needed.

Produce Manager,
Effective, November, 2010

Environmental Conditions/Physical Requirements:

- ✓ Lift boxes and equipment up to 60 lbs.
- ✓ May be required to be on one's feet for extended periods of time.
- ✓ Exposure to outside weather conditions.
- ✓ Stocking required on the sales floor.
- ✓ Extremely busy periods accompanied by slow periods; produce workers are expected to be working at all times.

Acknowledgement:

I have read and understand the description of the Produce Manager position in Saver Tarheel, LLC. I understand that these essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the Produce Supervisor or Store Manager. Management may assign other duties as needed for efficient store operations. I am able and agree to perform the essential functions/responsibilities as outlined in the description.

Signature, Applicant/Employee

Date

Witness, Saver Tarheel, LLC.