Produce Manager

Job Description:

Produce Manager oversees operations and staffing for the produce department within a grocery store. Ensures quality and freshness of all produce, suggests changes to inventory and pricing, and purchases supplies when needed. Being a Produce Manager monitors quality of goods and service. They set the tone for the store standards and conditions. They act as the leader for the store employees and report to higher administration. Produce managers have knowledge of how to select fresh produce, its storage, and shelf life.

Job Responsibilities:

* Manages department inventories by tracking weekly sales reports and orders product and supplies so as to meet customer requirements and the company’s gross profit goals. Schedules all produce associates, oversees and assists with their training, rewards and recognizes their performance and delegates their work assignments so as to most effectively utilize their talents and abilities while maximizing profits for the department.
* Develops and implements localized merchandising plan for the department, sets up and creates displays for new and seasonal items as well as items that are tied-in with other department promotions, in order to meet the sales and profit objectives of the store and the department.
* Prepares, maintains and tracks all types of records concerning inventories to calculate gross monthly profits according to company guidelines.
* Follows established departmental procedures for receiving merchandise including inspecting the product when delivered, pricing the product and restocking cases to insure freshness and quality, accuracy and product rotation.
* Controls department expenses by improving operations and efficiencies, by controlling labor costs and by reducing losses due to shrinkage and pilferage.
* Maintains effective housekeeping program. Keeps merchandise clean and fresh so as to meet all health department regulations, pass sanitation inspections and meet company standards. Ensures that associates work and operate equipment in a safe manner at all times, complying with OSHA requirements. Insures compliance with local, state and government weights and measures laws.
* Develops and maintains communications with other departments in order to devise marketing plans, which will help meet the financial objectives of the store. Keeps Store Manager fully informed of these actions.
* Identifies areas in the Produce Department where improvement in customer service is required, then implements changes and procedures to address these needs.
* Maintains accurate records on all important matters, including associate performance and discipline, sales plans, etc.
* Addresses customer needs and complaints.

Job Qualifications:

* Experience as a produce manager
* Associates in business administration, management, or related field preferred

Opportunities as a produce manager are available for applicants without experience in which more than one produce manager is needed in an area such that an experienced produce manager will be present to mentor.

Job Skills Required:

* Knowledge of modern management techniques and best practices
* Knowledge of produce selection, storage, and shelf life.
* Ability to meet sales targets and production goals
* Familiarity with industry’s rules and regulations
* Excellent organizational skills
* Excellent customer service skills
* Results driven and customer focused
* Leadership and human resources management skills
* Ability to resolve personnel issues
* Good communication skills
* Team Player
* Computer database and productivity software skills required
* Proven history of successfully training employees in a variety of departments
* Strong understanding of sales and customer service techniques
* Demonstrated ability to maintain and work within a budget