
JOB POSTING

WHAT IT IS

Produce Manager

YOUR COMMITMENT

Full-Time

WHAT YOU WILL EARN

\$50,000- \$60,000 Annual Salary

HOW IT IS SCHEDULED

1 Saturday or Sunday required each week

If you are available both Saturday & Sunday, even better!

Morning and Evening Shift required

Holidays & Summertime are our busiest times and require planning and a commitment

WHO WE ARE!

The Woodstock Farmers' Market is the area's premier year-round, fresh food-focused grocery store. We are committed to creating and selling the best products sourced locally and globally, ethically and sustainably. We hire only the most service-oriented people who appreciate a fun, fair, drama-free workplace, and share our **Core Values**:

Come with an empty cup: have humility

Sit at the table together: be collaborative

Do the right thing—always: be honest, accountable and have integrity

Always hungry: relentlessly get stuff done

Fish Cakes: think outside the box to creatively solve problems

Bright side: always be positive

OUR DEPARTMENT MISSION

The Produce Departments in both locations, Waterbury VT and Woodstock VT, play pivotal roles in the overall bounty and atmosphere of the store. Our mission is to sell the freshest produce, organic and local, when possible, with great attention to variety, competitive pricing, weekly promotions, cleanliness, large beautiful appealing displays—all of which create an energetic atmosphere conducive to high volume sales. We do this with the customer as priority, with attention to special orders, education, recipes, and customer interaction.

The Produce Manager plans, directs, and coordinates operations of the Produce Department. They participate in all facets of the produce department including ordering, pricing and costing, inspecting for quality, stocking, daily merchandising, and weekly display changes as well as the scheduling of the staff.

OF UTMOST IMPORTANCE – WHAT YOU’LL DO

- Scheduling staff, organizing, and supervising shifts and workload
- Hire, train and evaluate staff according to WFM’s Core Values
- Maintain WFM’s high standards of quality
- Be able to execute all produce tasks and train and coach others to do so
- Maintain WFM’s high standards of cleanliness and sanitation
- Attend weekly Operations meetings
- Making and maintaining large and beautiful displays daily
- Coordinating with Waterbury Produce Manager
- Appraising staff performance and providing feedback to improve productivity
- Ordering from multiple vendors/farmers, constructing daily orders and creating a daily inventory
- Establishing positive relationships with farmers in our area; making new contacts with new farmers
- Working directly with the Prep Foods Manager on the timing of produce culls and processing those as transfer items to the kitchen—deciphering what is useable for prepared foods and what is waste. Those decisions often require quick thinking and cooperation between departments
- Being responsible for financial success in both sales, COG and staff budgeting; adhering to and establishing annual visions, sales and COG goals and project objectives for department based on annual Market vision and strategy
- Monthly, weekly and day planning which requires quick merchandising decisions and good relationship/communication with other managers
- Weekly display planning considering WFM marketing campaigns as well as local purchasing opportunities

Please note that the above duties and responsibilities describe the general nature and level of work performed in this job. They should not be construed as an exhaustive listing of all job duties and responsibilities. This job description is subject to change at any time.

WHAT YOU'LL NEED TO SUCCEED

BE CALM UNDER PRESSURE

Focus on the issue at hand | Provide staff and guests with great service | Make multiple decisions in the heat of the moment | Resolve conflicts with diplomacy

BE COLLABORATIVE

Appreciate other's ideas | Enjoy listening and engaging with others in order to make final decisions | Put team before self | Work successfully within a team | Direct small teams | Must understand the total Market picture: Service is what we do and without great service we are nothing

BE A COMPUTER PRO

Possess working knowledge of Microsoft Office Programs | Work with Excel spreadsheets and Payroll software

BE A SOLID BUYER

Possess buying skills, understanding the ebb and flow of sales and cost of goods, knowing how to purchase produce and where, being able to work with local farmers and larger wholesalers

BE AN EXCELLENT PEOPLE LEADER

Follow WFM Servant Leadership model | Possess humility | Have the heart of a teacher/mentor | Actively look for ways to help others | Use mindful and positive conflict resolution | Motivate and help create a positive work environment for staff | Maintain a standard of outstanding WFM work habits.

BE FAST

Quick thinking in a fast-paced environment | Love a high-volume buzzing work environment

BE FINANCIALLY STRONG

Have a love of numbers and strong math skills | Have a strong grasp of P and L statements, sales reports and Cost of Goods.

BE A STRONG COMMUNICATOR

Listen more, talk less | Seek first to understand | Clearly articulate and set directions | Catch them "doing it right" | Give positive and constructive feedback | Lean in to difficult conversations, don't avoid them | Turn difficult conversations into a "win" for the Market

BE A STRONG TIME MANAGER

Meet tight deadlines | Expect others to meet their deadlines

BE ORGANIZED AND DETAIL ORIENTED

Prioritize projects and keep them moving forward | Delegate to others, as appropriate
| Make small things count | Catch errors and/or mistakes early on | Triple check your work
| Observe, ask questions

BE A TOP-NOTCH PLANNER

Strong Day Planning and Long-Range Planning Skills | Understand daily and weekly task lists
| Task prioritization skills | Ability to anticipate and schedule for busy and slow times

BE AN OUTSTANDING MODEL FOR SANITATION

Maintain highest standards of cleanliness and sanitation in kitchen and storage areas | Run
a clean, tidy and safe work environment | Be extremely sensitive about cleaning and food
safety issues in all areas

BE A GENUINE LOVER OF GREAT FOOD

Enjoy making great Market-style food *and/or* merchandising great Market-style food |
Have an eye for and create beautiful displays | Make great decisions regarding quality

BE AN EXCELLENT PROVIDER OF SERVICE

Have a genuine love of providing great service to others | actively look for ways to help
others while enjoying it

PHYSICAL REQUIREMENTS

- Frequently raise or lower objects up to 40 pounds from one level to another regularly
- Remain on feet in upright position for continuous periods of time
- Walk throughout store, including to other buildings and outdoor areas
- Exerting force upon a regular basis so object is moved to or from team member
- Carrying objects up to 40 pounds on a regular basis
- Grasping and/or picking up objects
- Regularly reaching for objects
- Bending forward by bending at waist or bending legs and spine