

Produce Operations Leader

The Produce Department is one of the largest departments at WFM with sales of over \$1 million. The Produce Department is the flagship department and it plays a pivotal role 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 first priority, with attention to special orders, education, recipes, and assistance.

General Duties: The WFM Produce Operations Leader plans, directs, and coordinates operations of the Produce Department. S/he participates in all facets of the produce department including pricing and costing, inspecting for quality, stocking, daily merchandising and weekly display changes. S/he constructs daily orders with farmers and wholesalers, creates a daily inventory and works directly with Prepared Foods Department and their daily purchasing needs. Furthermore, POL works directly with the Chef—Operations Leader on deciphering produce culls—what is useable for prepared foods and what is waste plus the planning of those decisions which often require quick thinking and cooperation between departments. A large part of the job is planning and merchandising: planning the orders well ahead of their actual deliveries with the wholesalers and farmers and planning the merchandising and the positions of the particular produce.

Specific Duties:

- Scheduling staff, organize and supervise shifts
- Appraise staff performance and provide feedback to improve productivity
- Ordering from multiple vendors/farmers
- Establishing positive relationships with farmers in our area; making new contacts and new farmers.
- Being responsible for financial success in both sales and COG; adhering to and establishing annual visions and goals for department and Market
- Monthly, weekly and day planning which requires quick merchandising decisions
- Taking and updating daily inventory. This person must be in great physical shape, be able to lift up to 50 lbs. This is a very physical job with lots of walking, lifting and movement.
- Attending weekly manager meetings

Our Needs/Qualifications:

- **Being calm under the pressure** of performing in deadline situations. We are often preparing wedding or other catering items under time constraints and often with combined orders from the rest of the store.
- **Having excellent day planning and organizational skills** and having the ability to juggle the various daily situational curveballs.
- **Modeling our no drama policy** of personal responsibility and going the extra mile for guests and staff.
- **Being positive** in mind and spirit.
- **Loving of service:** actively looking for ways to help people while enjoying it.
- **Focusing on great service** to each other, being a good mentor and motivator for the produce staff.
- **Being in outstanding physical condition.** This job requires one to be on your feet for as many as 8 hours a day and to be able to lift over 50 lbs often throughout the day.
- **Possessing outstanding ordering and financial skills.** Must plan orders with wholesalers/farmers and balance the ebb and flow of our guests' consumption, being able to anticipate our needs for the cases in a timely fashion. You are responsible for the financial performance of a department.

- **Understanding the mathematics** and semantics of the retail pricing of produce.
- **Strong merchandising skills.** We value great displays. The Leader sets the tone and must be able to create and help maintain great displays quickly and easily. Merchandising is the key to sales.
- **Outstanding sanitation skills.** Keeps the high WFM standard in the department, leading by example while establishing and keeping scheduled cleaning projects.
- **Good computer skills** with proficiency in Excel spreadsheet and Word document programs in Microsoft Office. A plus: understanding online ordering which some of our wholesalers use.
- **Great time management.** This job will require 45-50 hours a week and a minimum of weekend day
- **Must be a good listener**
- **Team Player:** Able to work well with others as a team member/have flexible schedule/weekends required.
- **Must Work Early Mornings and later Evenings:** Responsible for working opening and closing shifts. Early morning shifts (6:30 AM) are responsible for setting the department for the day. Closing shifts are hard work (till 8:15 PM)—we sweep and mop the entire store every night and put many varieties of produce away for the night.
- **Being Fast:** Our work environment is fast paced. Must be able work quickly and accurately.

Education: College degree a plus. 3 to 4 years retail experience is required. Produce or food experience preferred. Management experience required.

Time Commitment: Full time. At least one weekend day is required. Holidays and summer time are our busiest times and require planning and commitment. Early morning (6:30 AM) shifts and early evening shifts (till 8 pm) are required.

Compensation:

- \$42,000 - \$45,000 +/- depending on experience; staff discount. Simple IRA/Health Insurance and Short Term Disability after WFM vesting period, two weeks paid vacation. Gain Share (profit sharing).