



JOB TITLE: GROCERY REPLENISHER

REPORTS TO: GROCERY MANAGER AND SUPERVISOR

Revision Date: 1/2016

JOB FUNCTION:

To order and merchandise products to meet department objectives for sales, margin, inventory turns, and customer service.

I. DUTIES AND RESPONSIBILITIES:

- Place orders with established suppliers to maintain appropriate in-stock level and inventory turns, following Lakewinds' product guidelines.
- Receive orders as needed, in accordance with established procedures.
- Coordinate returns and credit from suppliers where applicable.
- Ensure accurate, up-to-date price labeling of non-scanned department items. Check shelf tags of scanned items to ensure accuracy.
- Place special orders on time staying aware of out stocks, and back orders to ensure accurate reorders, follow-up with customers when product will not arrive in a timely manner, ensure special order guidelines set by Grocery Manager are followed.
- Updates and maintains order guides in a timely manner with information supplied by the Purchasing Department.
- Provide support and assistance throughout the department.

II. MERCHANDISING

- Ensure proper product levels to maintain attractive, fully stocked, neatly organized displays.
- Provide prompt, friendly, courteous customer service.
- Work with Department Manager in placement of new products and sales items.
- Ensure effective communication with customers and staff regarding out-of-stocks. Maintain out of stock signs.
- Communicate with Department Manager and Store Manager regarding inventory overages and shortages and customer product requests.

III. COMMUNICATION

- Communicate effectively with customers and staff regarding out-of-stocks, displays, product changes, vendor concerns, etc.

IV. SAFETY

- Emphasize safety and safe body mechanics in a fast-paced department; provide ongoing training.
- Be proactive in reducing work-related injuries; recognize and solve potentially hazardous situations, and/or bring to the attention of the Department Manager.

V. OTHER

- Perform other duties as assigned by Grocery Department Manager or Store Manager.
- Work in safe manner, following safety procedures.

- Attend all required Lakewinds training classes.

VI. QUALIFICATIONS:

- Familiarity with natural foods and gourmet food products.
- Demonstrated ability to follow through on task
- Demonstrated ability to handle multiple tasks.
- Proven communication skills.

ESSENTIAL PHYSICAL REQUIREMENTS:

- Ability to communicate effectively with vendors, coworkers and customers.
- Ability to read, count and write to accurately complete all documentation.
- Ability to do math computations to figure margins, including addition, subtraction, division, fractions, decimals and percentages.
- Ability to freely access all areas of the store including offices, selling floor, stock areas, and walk-in coolers and freezers.
- Ability to move or handle merchandise throughout the store generally weighing up to 50 pounds.
- Ability to perform the following movements – used in checking stock levels – repeatedly and for sustained periods of time: walking, standing, bending, stooping, and reaching.
- Ability to work varied hours and days.

Disclaimer Notice: The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. Lakewinds Natural Foods reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change.