Grocery Team Leader
Job Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Grocery Team Leader</th>
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</thead>
<tbody>
<tr>
<td>Department(s)</td>
<td>Grocery</td>
</tr>
<tr>
<td>Reports to</td>
<td>General Manager</td>
</tr>
<tr>
<td>Status</td>
<td>Full-time management</td>
</tr>
<tr>
<td>Location</td>
<td>Downtown Harrisonburg, VA</td>
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<tr>
<td>Salary</td>
<td>Commensurate with experience</td>
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<tr>
<td>Application deadline</td>
<td>March 7, 2011 by 5:00 PM</td>
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Job Summary

To select, obtain and merchandise products and to supervise department staff to meet objectives for sales, margin, labor costs and customer service and ensure that the department contributes to the financial best interest of the store. The goal is to achieve all targets for margin, labor costs, and turns every reporting period.

Minimum Requirements

- High school education or equivalent combination of education and background;
- Must have at least three years experience in the grocery or natural food industry;
- Knowledge of natural foods and natural foods industry;
- Proven ability to develop and implement budgets and to adhere to cost and margin requirements.

Qualifications

- Excellent ability to manage, price and control inventory;
- Required computer literacy includes but is not limited to: Microsoft Windows 2000, Microsoft Windows XP, Microsoft Office, including Word and Excel;
- Extensive point-of-sale experience;
- Ability to plan, develop, and implement systems to provide for efficient and productive operations;
- Highly organized with the ability to prioritize and perform well under pressure;
- Ability to work well with others in a co-operative environment where teamwork and constant communication are essential;
- Experience in supervising/managing, hiring, training, motivating and evaluating a diverse staff;
• Commitment to superior customer service and to provide the highest quality shopping experience possible;
• Displayed ability to lift at least 50 pounds;
• Demonstrated ability to follow through on commitments;
• Ability to project an outgoing, friendly personality;
• Excellent communications skills, both in listening to and instructing others;
• Good character, integrity, self-reflective, flexibility, dependability;
• Ability to ascertain and anticipate store needs;
• Ability to work weekends, to commit 12 months+ preferred;
• Experience with start-ups a plus.

**Essential Responsibilities**
The essential duties of this position include, but are not limited to, the following:

• Create and adhere to budget; attain sales, labor costs and margin goals for the department;
• Build relationships and negotiate with local, regional and national suppliers;
• Place purchase orders and research new products;
• Conduct annual reports on schedule;
• Develop and follow procedures for ordering, receiving, pricing, and stocking for the department;
• Hire, train, develop, and schedule Grocery Department personnel; develop, maintain, and be responsible for performance standards for department;
• Ensure personal and staff adherence to Friendly City’s customer service standards;
• Maintain a clear line of communication between all departments;
• Perform other duties and assignments as directed by the General Manager.

**How to Apply**
1) Please download the “Team Leader Application” at www.friendlycityfoodcoop.com.

2) Send completed application:

**EMAIL:** jobs@friendlycityfoodcoop.com with subject, Team Leader Applicant.

**MAIL:**
Friendly City Food Co-op
Attn: Human Resources
PO Box 841
Harrisonburg, VA 22803

**DROP OFF:**
Friendly City Food Co-op (office)
Attn: Human Resources
57 S. Main St., Suite 302
Harrisonburg, VA 22801