

Meat and Seafood Manager

STATUS: Reports to Operations Manager

PURPOSE: To select, purchase, price, and promote for the Meat and Seafood Department, and supervise department staff to meet objectives for sales, margin and inventory turns.

POSITION RESPONSIBILITIES:

I. Customer service

- Provide prompt, friendly customer service in all customer service interactions (including phone and e-mail).
- Assist customers with product questions. Offer samples and suggestions for purchase and preparation in a friendly, courteous manner.
- Assist customers in placing special orders and ensure that orders are filled as soon as possible.

II. Purchasing

- Place department orders by appropriate deadlines.
- Optimize stock levels to minimize out-of-stocks while maintaining strong inventory turns.
- Ensure adequate supply of sale items.
- Pursue discounts through distributors and sales reps; run specials and monthly member-coupon specials.
- Maintain dynamic product mix by introducing new items and discontinuing slow sellers.
- Evaluate vendors and investigate new sources of supply.
- Negotiate with suppliers for favorable prices, terms, quality, and delivery times.
- Calculate prices using approved systems to achieve established margins.
- Give price and product change information to POS Coordinator for timely input into POS system.
- Check deliveries for damage, quality and accuracy, and note discrepancies on invoice as needed.

III. Production Cut and package meat products using professional techniques for safety and efficiency.

- Assure proper hygienic practices and product rotation to assure good shelf life and healthy product for consumers.
- Complete cut tests and assure that meat is cut to maximize yield and margin, taking customer needs and desires into account.
- Anticipate slippage on a regular basis in order to use excess product.

IV. Merchandising

- Plan and maintain attractive, fully-stocked and rotated cases, checked regularly for quality.
- Ensure accurate, up-to-date shelf tags and signs for all Meat and Seafood department products.
- Maintain accurate, up-to-date department prices in POS system.
- Ensure accurate, informative signage for specials and new items.
- Attend buyers meetings to plan promotions, cross-merchandising, and advertising.
- Visit other stores for price comparisons, new product ideas, and merchandising ideas.
- Provide product information to customers and staff as needed.
- Stay abreast of developments in the natural foods industry through reading trade publications and talking with brokers.
- Develop and produce "value-added" products for the Meat and Seafood Department.

IV. Department Maintenance

- Maintain organized, rotated Meat and Seafood Department back-stock.
- Maintain meat and seafood displays and prep and storage areas in clean, orderly condition, meeting Health Department standards.
- Maintain department equipment in working order. Monitor cooler temperatures. Advise Operations Manager of equipment repair or replacement needs.
- Schedule case cleanings on a regular basis.
- Ensure the Meat and Seafood Department staff remove trash promptly, sweep and mop counter areas, and follow safety, storage and labeling procedures.
- Set work priorities for department staff.
- Provide training and supervision for department staff.
- Maintain current count on back stock products at all times.
- Obtain credit from vendors; communicate with accounting department about invoice issues.
- Keep accurate records of slippage and calculate slippage extensions, properly disposing of product.
- Make quarterly inventory counts and calculate inventory extensions.
- Maintain a current phone list and order schedule of Meat and Seafood Department vendors.

V. Personnel Management

- Hire qualified applicants following established policy.
- Ensure on-the-job training.
- Conduct performance evaluations.
- Recommend pay raises within department budget.
- Take disciplinary action as needed following established policies.
- Schedule hours for department staff within budget, and review time cards.
- Organize meetings of meat and seafood department staff as needed.
- Ensure department staff are informed of storewide meetings and policy changes.

VI. General Management

- Participate in setting budget goals for department.
- Establish and implement operations plans to meet department goals.
- Review financial reports of department performance and take corrective action as needed.
- Attend Management Team meetings and storewide meetings.
- Act as Manager on Duty (MOD), when scheduled
- Perform other tasks assigned by General Manager.

ESSENTIAL SKILLS AND EXPERIENCE:

- Sufficient knowledge of meat and seafood industry, including:
 - Able to cut and merchandise all types of meat and seafood products, including but not limited to; beef, pork, chicken, lamb, and fish.
 - Know how to use all tools including knives, sharpening stone, saws, grinders, sausage stuffer, and wrapping machines.
 - Understand and follow cleanliness standards as set by Health Department.
- Ability to lift over 50 lbs.
- Ability to project an outgoing, friendly, helpful personality.

DESIRED SKILLS AND EXPERIENCE:

- Prior purchasing, or co-op experience.
- Familiarity with natural, organic, sustainable meats & processing standards.
- Organized, attention to detail.
- Excellent communication skills, both in listening to and directing others.
- Regular, predictable attendance; flexibility in scheduling.
- Willingness and ability to learn and grow to meet the changing requirements of the job.
- Commitment to the ongoing success of Marquette Food Co-op.