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## JOB DESCRIPTION

**JOB TITLE:** PRODUCE LEAD

**REPORTS TO:** MANAGEMENT

**CLASSIFICATION:** NON-EXEMPT

**PAY GRADE:** STARTING WAGE \$11.91 (GRADE 3)

**POST DATE:** SEPTEMBER 11<sup>TH</sup>, 2019

**CLOSING DATE:** SEPTEMBER 25<sup>TH</sup>, 2019

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**SUMMARY/OBJECTIVE:** To select, purchase, price, display, and promote fresh produce. Develop and maintain seasonal produce displays, cross promote with internal departments and provide support to the Country Market team as needed. Maintain a successful and documented system of inventory turns, optimal margins and optimal shrink amounts.

**ESSENTIAL FUNCTIONS:** Specific duties include, but are not limited, to the following:

- Negotiate with suppliers for favorable prices, terms, quality, and delivery.
- Ensure accurate, up-to-date prices of produce products in POS system and shelf tags.
- Coordinate with Receivers in handling returns and obtaining credit from suppliers for produce items.
- Trim, wash, bundle produce as needed.
- Ensure displays are replenished, rotated, culled several times daily.
- Price produce to achieve margin and sales goals, while maintaining a competitive image. Mark down items as needed to reduce losses.
- Ensure accurate, up-to-date uniform department signs.
- Provide product information to customers and staff.
- Assist customers with produce questions in prompt friendly courteous manner.
- Keep accurate shrinkage records.
- Ensure that produce department shelves, displays, aisles, prep & storage areas in clean, orderly condition, meeting health department & ADA standards.
- Use equipment safely. Ensure maintenance of department equipment in working order. Monitor cooler temperatures. Notify management of equipment problems or needs.

**EXPECTATIONS/ABILITIES:**

- Strong attention to detail.
- Must be able to operate calmly while in a fast-paced environment.
- Strong commitment and daily ability to coach on customer service.
- Above average written and oral communication skills.
- Effective time management and organizational skills.
- Must be detail-oriented.
- Ability to solve problems with minimum supervision and understanding of being empowered and accountable.
- Possess strong computer skills with proficiency in Microsoft Office programs.
- Ability to utilize a financial calculator.
- Ability to operate basic office equipment such as copier, fax, laminator, scanner and telephone.
- Comply with and consistently execute the specific 'Fundamentals of Customer Service' when engaging with customers.

**SUPERVISORY RESPONSIBILITY:** None

LDF Business Development Corporation  
14284 HWY 70W  
PO Box 155  
Lac du Flambeau, WI 54538  
Phone: 715.388.0502 Fax: 866.423.6104



**WORK ENVIRONMENT:** This job operates in a full service grocery and convenience store format. Changing temperature environments, manual labor in floor stocking or exterior maintenance that could consist of lawn or snow equipment, range of chemicals for sanitation or cleaning. May utilize sharp tools such as knives or other utensils to prepare merchandising.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the associate is regularly required to talk and hear. This is a role that could be performed, on given days, while standing, bending, traversing distances or sedentary. Demands can change daily. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary. This job operates in a busy retail environment. The responsibility of the position is performed within the confines of the business operation with exposure to differentials in temperature. Inside - 95% Outside - 5%. Some extreme temperatures are possible; occasionally working in a refrigerated environment. Must have the ability to lift 50 lbs. safely.

**POSITION TYPE/EXPECTED HOURS OF WORK:** This is a full-time position. Days of work vary Sunday through Saturday, during hours of operation from 7:00am - 11:30pm. Must be able to work flexible hours including mornings, evenings, weekends and holidays.

**TRAVEL:** Little to no travel is expected for this position.

**REQUIRED EDUCATION AND EXPERIENCE:** At least one year of retail experience. Must have working knowledges of financial math and understand terms such as COGS, margin and loss leader. Must have high school diploma and willing to be certified in proper food handling within one year of hire.

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**CORPORATION STANDARDS:** The foundation of success is found in meeting the following LDF Business Development Corporation expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace

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## COUNTRY MARKET

- Constantly analyzes for ways to improve individual and/or company performance

The LDF Business Development Corporation is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random testing thereafter.

**EEO STATEMENT:** LDF BDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

**HOW TO APPLY:** To apply for this position please submit an application to:

LDF BUSINESS DEVELOPMENT CORP.  
ATTN: HUMAN RESOURCES  
PO Box 155  
LAC DU FLAMBEAU, WI 54538  
866.423.6104 (FAX)  
[HR@LDFBDC.COM](mailto:HR@LDFBDC.COM)

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