



JOB DESCRIPTION: **Grocery Stockist**

REPORTS TO: Grocery Manager

FLSA CLASSIFICATION: Full-time, Non-exempt

DATE REVISED: January 2024

DEPARTMENT: Grocery

SUMMARY

Swamp Rabbit Cafe and Grocery is a mission-driven business passionate about being a force for good for the community. Our mission is to buy, sell, and cook with fresh, local food and to provide a community space where people come together to celebrate meals. We envision a community that supports a just and sustainable food system that allows small local farmers to thrive. As we grow our team, we seek individuals that believe in our mission and are invested in making our vision a reality.

Swamp Rabbit Cafe and Grocery is a showcase for local farmers and food artisans. We buy from over 300 local producers to provide the community with a convenient and fun connection to those producers. We know every farm and every product has a story and we strive to tell the story while maintaining the high quality selection and competitive pricing. Grocery Stockists have the responsibilities of ensuring our shelves, coolers and freezers are fully stocked with fresh product at all times of the day.

ESSENTIAL JOB FUNCTIONS

- Provides excellent customer service and assistance to customers in the grocery and find answers to questions
- Efficiently and strategically stocks dry grocery, refrigerated and frozen goods, and produce on the grocery floor in order to maximize sales and improve visual experience
- Ensures proper handling and storage of all product; has a pulse on backstock and product movement at all times
- Efficiently and strategically stocks items in efforts to maximize sales, minimize loss and improve visual experience
- Ensures all product has proper signage with the correct price, farmer or maker, and farming practice information
- Maintains and improves backstock and storage organization and cleanliness
- Follows proper procedures for documenting transfers and loss
- Follows display guidelines to create displays, maintain fullness of displays; breaks down and replaces displays as assigned
- Identifies and reports product quality issues, loss and price discrepancies to grocery management
- Maintains cleanliness, order, and fully stocked displays in our grocery
- Ensures proper product placement, rotation, handling, and storage of perishable items
- Maintains and improves order in backstock and storage areas
- Ensures the store is ready and presentable by opening time (7:30am)
- Promptly communicates quality issues to Grocery Management
- Ensures proper rotation of all grocery products and produce on the floor and in storage to minimize loss
- Identifies and resolves pricing discrepancies, reports product damage and loss to grocery management
- Supports receiving team as needed
- Performs opening and closing duties in the grocery as scheduled
- Takes direction and performs duties assigned by Grocery Manager, Assistant Grocery Manager and/or SRCG Leadership Team
- Assists fellow employees as needed

JOB REQUIREMENTS

- Must be 18 years of age or older
- Experience handling grocery, retail, or perishable items preferred though not necessary
- Merchandising and customer service experience a plus
- Requires flexible hours, weekends a must, closing shifts end when closing tasks are complete
- Must be able to periodically work in environments with temperatures below 32 degrees F
- Must communicate through company designated platforms including, but not limited to Slack, Paylocity and/or email.
- Is an active part of the Swamp Team so adheres to high standards of service, quality, and presentation
- Takes initiative to help any area of the business if possible



Performs other duties as assigned and requested. It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described. Employees may be required to perform duties not within their job description as requested at the discretion of SRCG Management.

ESSENTIAL SKILLS AND EXPERIENCE

- Must possess a passion for local food and an interest in telling the story behind it.
- Must conduct oneself in an honest, professional and respectful manner at all times.
- Must possess a love of people, interact with people well, and possess a desire for excellent customer service.
- Able to take direction, work independently, and as a member of a team, and able to create working relationships.
- Able to interact with employees and customers in stressful situations and/or conflict in a non-threatening and redemptive way.
- Must be highly motivated, hard working, and possess a positive, enthusiastic attitude.
- Must pay attention to details, be organized, and able to handle multiple priorities simultaneously.
- Must have problem solving skills, be flexible, creative, and able to adapt to change when required.
- Must possess good interpersonal skills and communicate well verbally and in writing.
- Must have reliable transportation and report for work in a timely manner.

ESSENTIAL SAFETY SKILLS - WORK ENVIRONMENT

SRCG requires that PPE (Personal Protective Equipment) such as safety shoes, gloves, etc. be used or worn by employees whenever workplace hazards are discovered that could damage any part of the body to eliminate and/or reduce the hazards employees face in their daily job duties. **PPE will not be used as a substitute for safe work practices, machine guards, or other controls. PPE is to be used in conjunction with these controls to increase employee protection.**

ADA COMPLIANCE

SRCG is an Equal Opportunity Employer. ADA requires the SRCG to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

ADA GUIDELINES- PHYSICAL DEMANDS

Stand:	Constantly	Reach Out/Above Shoulder:	Frequently	Lift 20 pounds or less:	Frequently
Walk:	Constantly	Ascend/Descend Stairs/Ladders:	Frequently	Lift 20-50 pounds:	Frequently
Sit:	N/A	Squat or Kneel:	Frequently	Lift 51-100 pounds:	Occasionally
Handling:	Constantly	Bend:	Frequently	Lift > 100 pounds:	N/A
Push/Pull:	Frequently	Heat Exposure:	Occasionally	Cold Exposure:	Occasionally

DEFINITIONS

N/A	Not Applicable. This activity is not applicable to this position
Occasionally	Occupation requires this activity 33% of the time (0 - 2.5+ hours a day)
Frequently	Occupation requires this activity 33% - 66% of the time (2.5 - 5.5+ hours a day)
Constantly	Occupation requires this activity more than 66% of the time (5.5+ hours a day)

PAY AND BENEFITS

- Pay starts at \$14.50/hour
- Wage increase available if exceeding requirements
- Higher hourly wages on Sundays
- Comprehensive benefit package including health, dental, and vision insurance (available to full time employees)
- HSA contributions for eligible health plans
- Paid Time Off (available to full time employees)
- Sabbatical program for all employees
- Other benefits include 20% Swamp discount, free shift meals, Employee Assistance Program and discounted bike share program

SRCG has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of



employment nor does it alter your at-will employment, and SRC&G reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

The Swamp Rabbit Cafe And Grocery is proud to be an equal opportunity employer. This is not a contract. No information in this document will alter the at-will employment relationship. Position is open until filled.

Interested candidates should complete an [APPLICATION HERE](#).