



**Job Title:** Assistant Department Team Leader

**Dept:** Produce

**Accountability:** Department Team Leader

**Job Summary:** Under direction of the Department Team Leader, ensure successful functioning of the Produce Dept., including purchasing, pricing, and merchandising of product in accordance with La Montanita's goals. The ADTL also assists the DTL in training and supervising.

### INTERACTION

**External:** Frequent contact with vendors to negotiate price and delivery of purchases  
Contacts with customers and members in response to inquiries and special requests

**Internal:** Direct supervision of team members  
Contact with other store personnel, with other DTLs and Managers

### REQUIREMENTS (KSA'S)

- 1 year experience in purchasing
- Ability to work as a team member as well as team leader
- Ability to communicate in a direct and open manner with co-workers
- Excellent customer service skills
- Ability to prioritize and work with minimal supervision.
- Simple math skills
- Knowledge in health, nutrition, and natural health foods
- Ability to accept responsibility and accountability

### DUTIES AND RESPONSIBILITIES

#### Product Knowledge

- Process deliveries of product
- Prepare/display/stock product in accordance with departmental procedures as well as any applicable government regulations
- Acquire/develop product/nutritional knowledge in order to assist customers as well as prioritize stocking needs for proper rotation

#### Merchandising

- Plan and prepare layout for displays
- Monitor department to ensure cleanliness

## **Management/Supervisory**

- Assist with and training in accordance with La Montanita policies and procedures
- Assist with creating and maintaining department operations manual and procedures check lists
- Assist with developing department mission and maintain current
- Help evaluate staff in accordance with La Montanita policies and procedures
- Encourage team participation and develop team members
- Ensure compliance with all applicable government regulations

## **Purchasing/Pricing/Stocking**

- Participate in monthly inventories
- Purchasing of product as delegated by DTL
- Follow pricing procedures per DTL
- Ensure appropriate supply levels
- Delegate daily cleaning maintenance

## **Customer Service**

- Assist customers with co-op and product information, and special requests

## **Promote Teambuilding**

- Communicate clearly, respectfully and directly to all staff
- Participate in storewide staff meetings
- Address staff requests on timely basis
- Comply with management requests

## **Other**

- Other duties as assigned

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**Staff Member Signature**

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**Date**