

# Produce Supervisor FT

The Kootenay Co-op is looking for a **Produce Supervisor** to join our team! Are you a seasoned and meticulous Produce pro, with excellent supervisory skills? Are you known for creating visually stunning displays in an inclusive and efficiently run department? We want to hear from you! This is a full-time, **32-40 hours/week** position. **Evening and weekend availability is required.**

## SKILLS & ABILITIES

- Minimum 3 years of experience in a retail produce department
- Minimum of 2 years of experience in a supervisory capacity
- Model exemplary customer service
- Knowledgeable in produce handling, storage, and industry standards
- Skilled in inventory control and ordering
- Strong planning and organizational skills
- Effective, respectful communicator with proven people management/training skills
- Proficient with SMS POS and MS Office Suite
- Reliable attendance and punctuality
- Understands natural and organic foods and their local impact
- Interest in or knowledge of cooperative organizations.
- Collaborative and solution-oriented approach to problem solving
- Ability to safely lift up to 50 lbs is required
- Ability to stand and perform repetitive tasks for extended periods
- Strong understanding of workplace safety & provincial health regulations
- First Aid Level 1, Food Safe Level 1, and Forklift certifications are considered an asset

## DUTIES AND RESPONSIBILITIES

### Sales Floor Maintenance:

- Prioritize daily tasks and direct staff to meet department goals
- Support a positive, cohesive team environment
- Maintain a clean, tidy, and organized department
- Keep department fully stocked
- Manage and record shrink through effective merchandising
- Ensure accurate signage and coordinate with marketing
- Ensure displays are built to produce display standards

#### Personnel and Communications:

- Communicate timely updates to manager and staff
- Onboard and train staff ensuring consistency of standardized skills
- Collaborate with management for smooth operations
- Coordinate with other departments as needed
- Report health and safety incidents and maintain documentation
- Participate in ongoing professional development and training

#### **WHY WORK AT THE KOOTENAY CO-OP?**

Employees of the Co-op are truly unique. Our friendly, talented staff have created a culture of inclusiveness + teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health + dental benefits when working full time after 6 months, RRSP contributions, and competitive wages. We value work-life balance, continuous improvement, and maintaining a friendly work environment where each staff member can get involved in making the Co-op a great place to shop & work.

This position is for **32-40 hours per week**.

**\$21.00- 26.00/hr depending on experience.**