

# Produce Team Lead

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## ROLE PURPOSE

- To participate in the Produce Leadership Team in setting a positive, hard-working tone for the department and the rest of the store
- To give direction and leadership to the Produce Team and the operations of the Produce Department.

### Lepp Farm Market Core Values:

- Win as a Team
- Work Passionately
- Respect for All
- Fanatical Daymakers

### Lepp Farm Market Purpose:

- To be the Best Place to Work and the Best Place to Shop.

## ROLE DESCRIPTION

Setting a positive, hard-working and enjoyable tone in the Produce Department is foundational to the Produce Team Lead (PTL) role. The Produce Department at LFM is intended to be a safe place for all people and one that balances high expectations and accountability with laughter and enjoyment in our work. It is expected that the PTL will be able to demonstrate what this balance looks like and lead others to achieve the same balance.

The 2 core areas of responsibility that make up the daily work of the PTL are Department Logistics and Team Leadership. Department Logistics refers to the administrative portion of the PTL role. Responsibilities include ordering, checking margins, inventory counts, shrink/loss management, etc. Team Leadership refers to the direct leadership of the Produce Staff in their daily tasks. Responsibilities include setting priorities for product rotation, packaging requirements, staff tasking, setting a tone of hard work and fun while living out our core values.

In addition to the 2 core areas of responsibility that make up the bulk of the PTL role, the PTL will also work alongside the Produce Manager to accomplish the Bigger Picture objectives of the Produce Department. These objectives include annual budgeting, team building, new product planning, department vision, department layout, etc.

## ROLE RESPONSIBILITIES:

In addition to the duties and responsibilities as a Produce Clerk, the Produce Team Lead has a number of areas of focused attention that will also be shared with the Produce Manager. Note that this is not an exhaustive list. Additionally, responsibilities outside this list that are largely the responsibility of the Produce Manager will be shared to some extent with the PTL.

- *Team Leadership*
  - Future role planning for specific Produce Team Members
  - Leading daily Team Huddles and communicating with Team Members about relevant department and store information
  - Processing RTOs and creating the Team Schedule approx 3 weeks in advance
  - Participating in Team Member Coach and Connects with the Produce Manager
  - Holding Team Members accountable to standards of performance and adherence to LFM Core Values

- *Training Lead*
  - Takes a lead role in training new people
  - Identifies other senior Produce staff that can help with training
  - Participates in training other trainers
  - Helps maintain/adapt the Produce-specific training passport
- *Floor Manager*
  - Staff daily work assignments
  - Staff daily work assignments
  - Building Displays
  - Product review (assessing quality, shrink and viability of product)
  - Minimizing shrink/loss
  - Team Huddles
- *Produce Receiving*
  - Ensuring that product receipts are accurate and priced correctly
  - Daily checking of profit margins on all products received
  - Ensuring the staff have been trained to inspect products accurately
  - Cooler organization is clear and effective
- *Ordering*
  - Daily wholesale orders
  - Daily farm orders
  - Awareness of inventory that is 'moving' and inventory that isn't 'moving'
  - Assessing product shrink and ordering appropriately to minimize shrink
  - Fostering positive relationships with our vendors/farmers through communication around produce availability and new season produce that is upcoming

## **CERTIFICATIONS/QUALIFICATIONS:**

- Forklift Operator required

## **REPORTS TO:**

Produce Manager