



Blue Mango Management Job Description – Produce Buyer

Job Title: Produce Buyer

Reports To: Owner

Collaborates With: Location Chef's

Summary of the Position:

The Produce Buyer will identify, negotiate, procure, and coordinate the purchasing of produce for collectively clients and events. The Produce Buyer is responsible for building partnerships with growers, optimizing inventory levels, and maintaining communication with suppliers and staff of various restaurant and event clients. The Produce Buyer will work closely with the management and contacts of each client to understand the produce needs.

Essential Job Functions:

- Coordinate client needs for product purchases for operations and events.
- Expedites purchase orders and resolves vendor performance issues to ensure on-time delivery.
- Identifies and analyzes slow moving and dead inventory.
- Maintain daily communication with clients and assigned kitchen staff to keep them posted on market changes.
- Collaborates with internal customers ~~such as such as operations~~ and finance on a daily basis in order to resolve issues promptly and efficiently.
- Develops and maintains relationships with clients and vendors; able to negotiate terms.
- Monitors key performance metrics and vendor performance, such as inventory turns, service levels, and lead times.
- Willingness to attend farmers markets and other local produce providers.
- Thursday – Monday schedule with a willingness to work weekends.

Job Specifications:

Education:

- Bachelor's degree preferred; candidates with a strong combination of skills and professional experience in the restaurant or produce industry will be considered.

Experience:

- 1+ years of experience in a produce or larger product buyer/purchasing agent role.
- Proficiency in ERP software and MS Office.
- Demonstrated ability to work and communicate professionally, verbally, and in written form with internal and external customers.

Knowledge:

- Microsoft Suite of products including Excel, Outlook, Word.
- Hospitality/food service background and broad knowledge of food products helpful.
- Must have a clean driving record.

Skills:



Demonstrated ability in the following areas:

- Must have strong interpersonal skills and ability to work in a team environment.
- Ability to apply mathematical skills of proportions and practical situations.
- Ability to perform root cause analysis and exercise critical thinking in case of stock-outs, ability to meet customer demand, and other issues.
- Ability to perform and manage technically complex projects using independent judgment and personal initiative.
- Build strong internal and external relationships using effective verbal and written communication skills.
- Work independently without regular direct supervision.
- Teamwork oriented; able to resolve interdepartmental issues in an independent and professional manner.

Physical Requirements:

- Must be able to remain in a stationary position 10 % of the time.
- Must be able to occasionally move about the restaurant and/or office to access file cabinets and office.
- Must be able to travel by car, within San Luis Obispo County, to access the restaurant's locations.
- Must be able to frequently operate a tablet and other office machinery (copy machine, printer, etc.)
- Must be able to frequently communicate and accurately exchange information with co-workers and customers.
- Must be able to frequently and daily move products, occasional furniture and equipment up to 100 pounds, as needed.
- Must be able to ascend and descend stairs while carrying up to 75 pounds of product, and ascend and descend a ladder, or similar equipment, as needed.
- Must be able to occasionally work in close quarters and subject to hazards.
- Must be able to constantly perform heavy work such as, but not limited to, climbing, balancing, stooping, kneeling, reaching, pushing, pulling, lifting, and grasping while working in controlled and uncontrolled environmental conditions.

Disclaimer

This description includes essential functions. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with California law and the Americans with Disabilities Act, requirements may be modified to reasonably accommodate disabled individuals.