



## **Rosemont Market & Bakery is hiring a full-time Produce Buyer!**

Our produce program has always been at the heart of our mission: to cultivate meaningful relationships between farmers and our communities so that we can all access and experience joyful food. The Rosemont Produce Buyer plays a critical role in developing and sustaining our valued relationships with produce suppliers from Maine and away. They demonstrate a passion for local agriculture, and professional experience in sourcing and product management.

This is a salaried, in-person (Portland-based) position with an anticipated schedule of 40hrs/week.



### More about our Produce Buyer position:

We are seeking an experienced Buyer with a love of produce to contribute to our portfolio of purchasing categories, which also includes specialty groceries, craft confections and beverages, fine cheeses, meats, charcuterie, and the best natural, organic, and local goods we can find. The Produce Buyer will participate in company-wide retail and warehouse inventory management, and will work closely with co-buyers and department managers to conduct regular analysis of seasonal product variety, costs, and efficiencies. They will also collaborate with team members to build product representation, build supplier relationships, and strategize sales and merchandizing opportunities.

The Produce Buyer will contribute to Rosemont's mission to source locally as much as possible. Think of our Produce department as a year-round farm stand! This involves attention and strategy with respect to both small and large produce suppliers. Some of the primary goals for this position revolve around sales forecasting, shrink reduction, product quality, departmental profitability, staff training and education, and set design/ merchandising.

### The ideal candidate for this position will also demonstrate the following criteria...

- Desire to expand personal knowledge of local producers and seasonal produce.
- Passion for local food systems, food economies, and specialty foods—especially produce!
- Exceptional interpersonal and communication skills, both written and verbal.
- Strong mathematical, computational, and analytical thinking skills.
- Confidence and accuracy with respect to budget and inventory management.

- Independent time-management skills and ability to sustain multiple ongoing projects.
- Advanced comprehension of spreadsheet functionality and excellent organizational systems.
- Proficiency in MS Office applications.
- English language proficiency required.

...And meet the following qualifications:

- High School diploma or equivalent.
- Minimum 3 years of professional experience in food commerce, or an advanced degree in a related field.
- Previous professional experience interfacing with POS systems and Inventory Control Systems.
- Previous professional experience with wholesale buying, vendor relations, and merchandising/sales strategy.
- Previous personal, professional, or volunteer experience interacting with specialty foods relevant to the purchasing categories.

If you think you might be our next Produce Buyer, please introduce yourself by submitting a current resume and a brief letter of interest to [jobs@rosemontmarket.com](mailto:jobs@rosemontmarket.com). We will be reviewing submissions on a rolling basis, and will contact qualified applicants as soon as possible to continue the application process.

Please Note:

Rosemont Market & Bakery follows CDC Covid-19 protective guidance to keep our staff and communities safe. All staff will be asked to show proof of up-to-date vaccination status.

*Rosemont Market & Bakery provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*