Position: Produce Buyer                      FLSA Status: Exempt
Classification: Full-time                      Date: July 11, 2011
Reports to: Statewide Produce Manager

Position Summary

Purchase produce items for sale and/or production, maintaining turns and optimum levels of inventory to accomplish service levels needed. Need to be apprised of market conditions, pricing, and locating new supply sources, negotiating prices, programs, terms, and freight.

Essential Duties and Responsibilities

- Maintain optimum levels of inventory while maintaining 99.5+% service levels.
- Know market conditions and pricing for all items bought.
- Know freight and shipping to optimize cost of goods purchased.
- Sourcing new supply opportunities.
- Category management.
- Ability to meet deadlines.
- Performs other related duties incidental to the work described herein.
Qualifications

- **Education and/or Experience**
  
  High school diploma, BS or BA preferred with some business and food technology knowledge. 5-10 years wholesale produce purchasing experience required, foodservice produce experience preferred.

- **Knowledge**
  
  Knowledge of produce characteristics, USDA grading, proper storage temperatures, basic negotiation practices, shipping and transportation.

- **Skills**
  
  Able to work and verbally communicate as a team player required. Computer and PC literate. Good math skills.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of the job, the employee is required to stand. The employee is required to walk. The employee is regularly required to sit. The employee is regularly required to use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee is regularly required to talk or hear. The employee is occasionally required to taste or smell.

- The employee must frequently lift and/or move up to 60 lbs. occasionally.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, able to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts, occasionally exposed to fumes or airborne particles, occasionally exposed to the risk of electrical shock, occasionally exposed to vibration.

- The noise level in the work environment is usually moderate.

**Work Conditions**

The work conditions for this job are:

- Maintains motor vehicle minimum insurance requirements. Maintains valid Hawaii driver’s license; acceptable motor vehicle record; acceptable criminal record report.

- HFM FoodService maintains an at-will policy of employment. This means employment may be terminated with or without cause and with or without notice at any time at the option of either HFM FoodService or the employee.

**Hours of Work**

Exempt position. Normally, Monday through Friday.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.