**JOB A**

Kind of Work – Provide excellent customer service. Follow and comply with all applicable health and sanitation procedures. Prepare food items: sandwiches slice deli meats and cheeses. Prepare items on station assignment list and as predetermined. Stock and rotate products, stock supplies an paper goods in a timely basis; keep all utensils stocked. Check dates on all products in stock to ensure freshness and rotate when necessary. Use waste sheets properly, as directed. Operate and sanitize all equipment in a safe an proper manner. Comply with and follow Whole Foods Sa follow Safety Procedures. Follow established Weights and Measures procedures (tares). Answer the phone and pages to department quickly and with appropriate phone etiquette. Practice proper use of knives, slicer, trash compactor, baler (must be 18 years of age or older), and all other equipment used during food preparation and cleanup. Perform other duties as assigned, and follow through on supervisor request in a timely manner.

Requirements – Some deli experience preferred; clear and effective communicator; patient and enjoys working and mentoring people; ability to perform physical requirements of position; ability to learn proper use of knives, slicer, baler and all other equipment used during food preparation and cleanup; ability to work well with others as a team; knowledge of all relevant Whole Foods Market policies and standards; understands and can communicate quality goals to customers.

**JOB B**

Kind of Work - Assist and focus on customer during entire checkout process. Perform all cash register functions according to established procedures. Maintain a positive company image by providing courteous, friendly, and efficient customer service. Check out customer groceries efficiently and accurately. Pass entry level PLU code test. Maintain a professional demeanor at all times. Stock register with supplies as needed. Follow proper check-receiving procedure. Clean, stock, and detail front end area with special attention to own register. Change journal tapes and ribbon as needed. Walk produce departments at the beginning of every shift to identify and learn new produce codes. Comply with all posted state health and safety codes.

Requirements – Excellent communication skills necessary for good customer and team relations; ability to work well with others; ability to learn proper use of baler (age 18 or older); desire to learn and grow; ability to work in a fast paced environment with a sense of urgency; understanding the importance of working as a team; good math skills; patience.

**JOB C**

Kind of Work – Reports to store team leader and to associate store team leader. Provides overall management and supervision of the Prepare Foods Department. Responsible for team member hiring, development, and terminations. Also responsible for profitability, expense control, buying/merchandising, regulatory compliance, and special projects as assigned. Complete accountability for all aspects of department operations. Consistently communicate and model Whole Foods vision and goal. Interview, select, train, develop, and counsel team members in a manner that builds and sustains a high performing team and minimizes turnover. Make hiring and termination decisions with guidanceof store team leader. Establish and maintain a positive work environment. Mange inventory to achieve targeted gross profit margin. Manage the ordering process to meet Whole Foods Market quality standards. Maintain competitive pricing and achieve target sales. Establish and maintain positive and productive vendor relationships. Model and maintain creative store layout and product merchandising in support of regional and national vision. Establish and maintain collaborative and productive working relationships. Model and cultivate effective inter-department and inter-store communication. Provide accurate, complete information in daily, weekly, monthly, annual, and ad hoc management reports. Maintain comprehensive knowledge of, and ensure compliance with, relevant regulatory rules and standards.

Requirements – two years relevant experience as a team leader, assistant team leader, supervisor or buyer; thorough knowledge of products, buying, pricing, merchandising, and inventory manangement excellent verbal and written communication skills; strong organizational skills; knowledge of all relevant Whole Foods Market policies and standards; computer skills.

**JOB D**

Kind of Work – Perform all duties and responsibilities of Prepared Foods Team Member. Provide excellent customer service. Assist team leader in nightly team operations. Report all actions of team member that violate policies or standards to the team leader or associate team leader. Mentor and train team members. Maintain quality standards in production and counter display. Comply with all applicable health and safety codes. Help implement and support all regional programs.

Requirements – minimum 6 months retail food production experience or equivalent; overall knowledge of both front and back of the house operations; comprehensive product knowledge; comprehensive knowledge of quality standards; excellent organizational skills; excellent interpersonal skills and ability to train others; demonstrated decision making ability and leadership skills; ability to perform physical requirements of position; able to work a flexible schedule based on the needs of the store.

**JOB E**

Kind of Work – Performs all duties related to dishwashing, unloading kitchen deliveries and cleaning all dishes, utensils, pots and pans. May be prep work. Maintain food quality and sanitation in kitchen. Maintain a positive company image by being courteous, friendly, and efficient. Wash and sanitize all dishes, utensils and containers. Assist with proper storage of all deliveries. Rotate and organize products. Perform prep work as directed. Provide proper ongoing maintenance of equipment. Maintain health department standards when cleaning and handling food. Perform deep cleaning tasks on a regular basis. Take out all of the garbage and recycling materials. Sweep and wash floors as needed.

Requirements – Entry level position; able to perform physical requirements of job; practices safe and proper knife skills; ability to work box baler (18 years or older); works well with others and participate as part of a team.

**JOB F**

Kinds of Work – Performs all functions related to breaking down deliveries and moving back stock to floor. Assists in organizing and developing promotional displays; maintains back room, training entry level grocery clerks. Trained and capable of operating any of the sub departments as needed. Maintains and ensures retail standards during their shift. Responsible for implementing team’s break schedule. Performs all duties and responsibilities of grocery team member. Builds displays and requests appropriate signage. Supervises shift to ensure standards are maintained. Implement break schedule for shift. Responsible for problem solving in team leader or associate team leader’s absence. Fully responsible for completion of all opening or closing checklists. Responsible for checking in deliveries.

Requirements – Minimum 1 year retail grocery experience or equivalent; proficient in math skills (add, subtract, multiply and divide); ability to perform physical requirements of position; ability to properly use baler (18 yrs or older); able to direct team members and implement break schedule; ability to work well with others.

**JOB G**

Kind of Work – Reports directly to Prepared Foods Team Leader. Assists in overall management and supervision of the Prepared Foods Department. Can be responsible for team member hiring, development, and terminations. Also responsible for profitability, expense control, buying/merchandising, regulatory compliance and special projects as assigned. Complete accountability for all assigned aspects of department operations. Consistently communicate and model Whole foods vision and goals. Assist in the interview, selection, training, development and counseling of team members in a manner that builds and sustains a high performing team and minimizes turnover. Discuss hiring and termination decisions with guidance of others. Establish and maintain a positive work environment. Manage inventory to achieve target gross profit margin. Manage the ordering process to meet Whole Foods Market quality standards, maintain competitive pricing, and achieve targeted sales. Develop and maintain creative store layout and product merchandising in support of regional and national vision. Establish and maintain collaborative and productive working relationships. Model and cultivate effective inter department and inter-store communication. Provide accurate, complete information in management reports. Maintain comprehensive knowledge of, and ensure compliance with, relevant regulatory rules and standards.

Requirements – One to two years of department experience, or industry equivalent; analytical ability and proficiency in math needed to calculate margins, monitor profitability and manage inventory; clear and effective communicator; patient and enjoys working and mentoring people; strong organizational skills; knowledge of all relevant Whole Foods Market policies and standards; computer skills.

**JOB H**

Kind of Work – Rotate among stores. Assist and support the store team leader with all store functions. Interview, select, evaluate, counsel and terminate team members. Coordinated and supervise all store products and personnel. Follow through on all customer and team member questions and requests. Evaluate customer service and resolve complaints. Operate the store in an efficient and profitable manner. Have a firm understanding of store financials and labor budgets. Establish and achieve sales, labor, and contribution goals. Review department schedules and research productivity improvements. Order store equipment and supplies in a timely manner. Enforce established food safety, cleaning and maintenance procedures. Inspect store, ensure cleanliness, visit off hours for consistency. Maintain accurate retail pricing and signage. Ensure that product is cross merchandised in other departments. Coordinate, supervise, and report physical inventory. Analyze product transfers, waste and spoilage. Manage expenses to maximize the bottom line. Provide, maintain, and safety-train team members on all equipment and tools. Resolve safety violations and hazards immediately. Maintain store security and ensure that opening and closing procedures are followed. Show EVA improvement over a designated period. Leverage sales growth to improve store profitability. Assist in handling liability claims and minimize their occurrence. Establish and maintain good community relations. Create a friendly, productive, and professional working environment. Communicate company goals and information to team members. Ensure and support team member development and training. Evaluate team member duties, dialogues, raises, and promotions. Keep regional leadership informed of all major events that affect the store. Ensure store policies and procedures are followed. Visit the competition on a regular basis and react to current industry trends.

Requirements – A passion for retailing; complete understanding of Whole Foods Market retail operations; strong leadership and creative ability; management and business skills with financial expertise; well organized with excellent follow through; detail oriented with a vision and eye for the big picture; self motivated and solution oriented; excellent merchandising skills and eye for detail; ability to delegate effectively and use available talent to the best advantage; strong communicator/motivator; able to work well with others and convey enthusiasm; ability to maintain good relationship with vendors and the community; can train and inspire team members to excellence in all aspects of the store; ability to make tough decisions; love and knowledge of natural foods; strong computer skills.

**JOB I**

Kind of Work – Performs all functions related to breaking down deliveries and moving back stock to floor. May assist in organizing and developing promotional displays; maintains back room. Stock and clean grocery shelves, bulk bins, frozen and dairy case. Maintain back stock in good order. Sweep floors and face shelves throughout the store. Comply with all applicable health and safety codes. Provide excellent customer service. Log and expedite customers’ special orders. Retrieve special orders for customer by request and offer service out to car. Respond to all grocery pages quickly and efficiently. Build displays and request appropriate signage.

Requirements – Retail grocery or natural foods experience a plus; proficient in math skills (add, subtract, multiply, and divide); ability to learn basic knowledge of all products carried in department; ability to perform physical requirements of position; proper and safe use of box cutter, baler (18 years of age), and all equipment; ability to work well with others.