



## POSITION DESCRIPTION – POS Data Coordinator

**Title:** POS Data Coordinator  
**Department:** Administrative  
**Grade:** 2

**Status:** Non-Exempt/ PT  
**Reports to:** General Manager  
**Salary Range:** \$16.80 - \$21.84 Hourly

### Summary

To maintain complete, accurate, up-to-date pricing, POS records and shelf tags for all departments and customers. Maintain member-owner database in POS system, working with Office Manager and Department supervisors. Support the General Manager's efforts in carrying out the Co-op's goals and objectives as communicated by the General Manager.

### Job Responsibilities

- Accurately and promptly, enter new product information into POS, including unique identifier and supplier.
- Promptly address and correct urgent issues, including price corrections, products that do not scan, and daily/weekly price changes.
- Maintain tax tables and EBT eligibility, adjust as needed.
- Organize, implement, and refine a system of planned price changes for sales prices, including a system for departments to submit planned changes in advance, the period of adjustment, and price verification.
- Record discontinued products.
- Ensure that conflicts between promotions are identified and rectified, ensuring that items scan as advertised.
- Work on programs such as Co+op Deals, Weekly Specials, Monthly Specials, Co+op Basics, Owners Extras, etc.
- Maintain current knowledge of EBT and Link Match regulations and ensure that inventory items are available to purchase within program standards.
- When appropriate, take action regarding POS technology issues and contact ECR Support when needed to resolve.
- Provide excellent customer service both externally and internally. When on the sales floor, exceed our customers' expectations for service and provide a welcoming environment for all in accordance with the Co-op's customer service standards.
- Train appropriate staff in the use of POS system so that routine and common changes and corrections can be made promptly
- Enter and maintain member information in POS system, including member names, addresses, phone numbers, member status, equity payments, and driver's license numbers.
- Work with GM and office manager to ensure all information is accurate and timely.
- Assist in setting up systems for accurately tracking and reporting member-owner patronage

### Knowledge, Skills, and Abilities

To perform this job successfully, an individual must perform each essential function satisfactorily, with or without reasonable accommodation. The requirements listed below represent the knowledge, skill, and ability required.

- Comprehend complex instructions, correspondence, and memos.
- Communicate effectively in oral or written form to staff.
- Effectively present information in one-on-one and small group situations to customers and other employees.
- Competency in basic arithmetic, fractions, ratios, and percentages.
- Calculate mathematical formulas or conversions using units of U.S. currency and units of weight, volume, and distance.

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### Knowledge, Skills, and Abilities, continued

- Comprehensive understanding of MS Excel, Word, Google Sheets and industry-standard purchase order software.
- Excellent oral and written communication.
- Excellent planning and organizational skills.

### Education and Experience

- High school diploma or equivalent degree.
- Preferred previous experience in the Food Cooperative Industry.

### Work Environment/Physical Demands

The physical requirements described here are those that an employee must meet, with or without reasonable accommodation to perform the essential functions of this job successfully.

- Ability to lift and carry up to 50 pounds frequently.
- Ability and stamina to work an 8 hour workday.
- Use of eyes (20/40 vision) 100% of the workday, including close vision, color vision, depth perception, and adjust focus.
- Ability to hear 100% of the workday.
- Ability to speak 100% of the workday.
- Repetitive wrist and hand movements (typing, data entry) for up to 6 hours a day
- Use of both hands to grasp, push, pull and hold objects 100% of the workday.
- Ability to stand up to 100% of the workday.
- Ability to walk up to 75% of the workday.
- Ability to sit up to 20% of the workday.
- Ability to bend, stoop, squat, kneel, climb stairs, and use ladders.
- Ability to reach and twist frequently and bend occasionally during the workday.
- Ability to use a dolly or hand truck to move product several times during the workday.
- Understanding of compliance with health department regulations.

*The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Instead, they are designed only to describe the general nature of the job. All associates of the Food Shed are considered "at will" employees. Scheduled work hours are solely to be based on business needs. The Food Shed Co-op is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment.*