



JOB TITLE: SCANNING COORDINATOR

REPORTS TO: STORE MANAGER

Revision Date: 11/2021

JOB FUNCTION: To ensure accurate, up-to-date prices, signage, classifications, and a smooth functioning scanning system.

DUTIES AND RESPONSIBILITIES:

- Make price changes in the database in an accurate and timely manner from information communicated by staff and category managers.
- Add and delete items, change items to on-sale or off-sale, from information communicated by staff members. Account for tax, food stamp, and classification status when adding items.
- Creation of shelf tags as needed for new products or price/cost changes.
- Maintain PLU's, price changes, sign requests, etc. for multiple departments.
- Resolution of pricing and/or signage discrepancies.
- Facilitate efficient and accurate communication with all staff members involved in pricing and signage.
- Schedule and generate reports for managers' needs not covered by supplier movement reports.
- Maintain scanning equipment. Learn the functions and capabilities of new equipment and continually look for areas that need improvement.
- Assist selected personnel in creating correct signage and shelf tags and in operating scanning equipment to update prices, products, and sale items.
- Create and distribute NCG promotional endcap signage per sale period.
- Maintain shelf table accuracy in SMS at store level and update as new items arrive or sell out when discontinued.
- Create PDF's of sale signs to send to Cornerstone for printing. Sort sale tags that come from Cornerstone by aisle, vendor/product for ease in placement on changeover day.
- Create holdover batches for Wellness and Grocery areas based on previous promo period sales requested by department managers and approved by category managers.
- Monitor the scanning systems between multiple locations and provide input for system improvement.
- Maintain and update procedures for scanning systems.
- Participate in an ongoing verification of store products for accuracy (price, vendor information, size, classifications, etc.).
- Execute physical sale signage updates by deadline on changeover day. Verify and update signs as necessary.
- Perform weekly Produce audits and update data and signs as necessary
- Perform department shelf tag audits as scheduled by the annual audit calendar. Communicate and execute changes as necessary.

SAFETY

- Emphasize safety and safe body mechanics in a fast-paced department; participate in corporate ongoing safety training.
- Be proactive in reducing work-related injuries; recognize and solve potentially hazardous situations, and/or bring to the attention of the Department Manager.

QUALIFICATIONS:

- Accuracy, with scrupulous attention to detail.
- Computer skills including Microsoft Office, POS systems, and SMS.
- Familiarity with Lakewinds product line and accuracy in identification of products.
- Communications skills - writing, listening and giving clear instructions.
- Knowledge of laws/rules pertaining to taxes, food stamps, product discounts.
- Reliability.
- Demonstrates ability to work independently as well as part of a team.
- Participate in ongoing Scanning training for changes and updates to store systems and processes.

ESSENTIAL PHYSICAL REQUIREMENTS:

- Ability to communicate effectively with personnel at all levels within the organization, including customers.
- Ability to read, count and write; and accurately complete all documentation.
- Ability to do math computations to figure margins – including addition, subtraction, division, fractions, decimals and percentages.
- Ability to freely access all areas of the store including offices, selling floor, stock areas, and walk-in coolers and freezers.
- Ability to travel to multiple work locations.
- Ability to operate office equipment – including printers, sign trimmer, telephone, fax, computer, handheld units, and peripherals – repeatedly and for prolonged periods.
- Ability to move or handle merchandise throughout the store generally weighing up to 50 pounds.
- Ability to perform the following movements – used in auditing shelf stock – repeatedly and for sustained periods: walking, standing, bending, stooping, and reaching.
- Ability to work varied hours and days to ensure consistent, daily scanning coverage per store manager's expectations.

Disclaimer Notice: The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. Lakewinds Natural Foods reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change.