

JOB DESCRIPTION

Job Title	Grocery Lead	Department	Center Store
FLSA Status	Non-Exempt	Reports To	Assistant Store Director
	<input checked="" type="checkbox"/> Fulltime <input type="checkbox"/> Part-time	Hours	40
Date Created	June 18, 2019	Approved	

Primary Functions: The Grocery Lead is responsible for supporting the daily operations of the grocery department, and company culture.

Essential Functions

- Ensures compliance with company policies and procedures with respect to department operations, quality, safe food handling to ensure compliance state, federal and OSHA safety and sanitation regulations.
- Responsible for accurate pricing, making sure the store is stocked, clean and goods are fresh.
- Assists with managing grocery departments, placing orders, motivating and supervising grocery personnel.
- Schedules staff and delegates work assignments.
- Assists with hiring, managing and training staff.
- Handles escalated complaints and provides a high level of service to customers.
- Any other duties as assigned.

Competencies

The Grocery Lead must be honest and trustworthy, self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have excellent interpersonal and communication skills, and interface well with management, co-workers, and the public. The Grocery Lead must have the ability to motivate teams; work in fast-paced environment, have good judgement and make decisions. Must be accurate and proficient in math, pricing, and technology.

Education and Experience

High School Diploma or equivalent
 2+ years' experience in Team Lead (Grocery a plus)
 Microsoft Office proficient

Physical Requirements

Ability to be in a stationary position and/or move about for various intervals
 Ability to utilize the phone (requiring auditory and verbal senses)
 Ability to utilize computer for various intervals (requiring finger dexterity/visual acuity)
 Ability to lift up to 50 lbs.
 Regular and predictable attendance

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.