

JOB DESCRIPTION

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

Primary Functions: The Grocery Manager is responsible for supporting the daily operations of the store, departments, and 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.
- Manages store—inventory, pricing, making sure the store is stocked, clean and goods are fresh.
- Evaluates competition and sets prices of goods.
- Assists with coordinating maintenance personnel to ensure lighting is functional, floors and shelves remain clean.
- Assists with managing store departments, motivating and supervising store personnel.
- Assists with hiring, managing and training staff.
- Handles escalated complaints and provides a high level of service to customers.
- Responsible for and oversees night crew and receiving.
- Any other duties as assigned.

Competencies

The Grocery Manager 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 Manager 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 Grocery Management
 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.