

Job Description

Position: Frozen Food Manager

Overview:

A frozen food manager is responsible for planning, directing, controlling all functions of the frozen food department. They order product to satisfy ad programs and customer purchasing habits. Controls inventory levels, gross profit sales and hours. Works in a freezer for maximum periods of 20 minutes each, in temperatures of 0° to -10°, repeatedly during a shift, and stocks frozen product in frozen food cases. A frozen food manager also unloads products from trucks, operates stock dollies, pallet jacks, mechanical price marking devices and case cutters. They lift and stack up to 50 # and reach and stock product on shelves and racks up to 6 feet high. They also work in the cooler and freezer and perform sweeping, mopping, case cleaning and general cleaning functions.

Job Requirements:

1. Schedule and manage employees.
2. Order product.
3. Work in temperatures of 0° to -10°, for up to 20 minutes, repeatedly during a shift, and stocks frozen product in frozen food cases
4. Pull or push wheeled vehicles weighing up to 200 pounds.
5. Train and supervise employees.
6. Provide verbal & physical assistance to customers and employees.
7. Produce, weigh, package, wrap price and sell product.
8. Operate intercoms, and phones,
9. Develop recipes.
10. Perform mopping, sweeping and general cleaning duties around their work area.
11. Give direction to customers.
12. Perform freshness checks and re-condition product.
13. Prepare stock and merchandise products.
14. Date and rotate products.
15. Bag and remove trash.