

Job Description

Position: Grocery Department Manager

Overview:

The grocery department manager supervises the grocery department employees to control production, inventory, displays, salvage, damage gross profit and hours of work in the grocery department. They order product to fill the department, support sales plans, and maximize gross profit. The scheduling of departmental employees, controlling overtime, absenteeism, maintenance of the sales floor and shelving are all the responsibility of the grocery manager. In addition, they are responsible for all general store signage, grocery signage and the shelf-talker program.

Job Requirements:

1. Work shifts.
2. Possess good interpersonal skills and have a mature personality.
3. Enforce company policies and procedures.
4. Reach & Stock product up to 6 ft high.
5. Give verbal & written instructions
6. Pull or push wheeled vehicles weighing up to 1,000 pounds.
7. Operate mechanical price stampers & labelers.
8. Able to program a cash register.
9. Operate pallet jacks.
10. Operate hydraulic baler and make bales.
11. Operate floor scrubbing machinery.
12. Operate fork lifts.
13. Perform sweeping and cleaning functions.
14. Operate telephones and intercoms.
15. Collect carts from parking lot.
16. Provide carry-out services to customers.
17. Lift & stack pallets up to 80 pounds.
18. Load salvage on to trucks.
19. Write work schedules.