

MEAT DEPARTMENT ASSISTANT MANAGER

The Meat Department Assistant Manager plays a critical role in the efficient operation of the store and its performance. As a primary contact and team leader, they model exemplary conduct and actively contribute to an environment of employee and customer engagement. Working closely with the Department Manager, they uphold the Store's vision and ensure all objectives and goals are met or exceeded. They are responsible for the safe, efficient, and fiscally responsible operation of the Department under the supervision of the Department Manager. They perform various duties personally or through the supervision of Department employees and work collaboratively with the management team. Responsibilities include and are not limited to the following:

- Support Department Manager hire, train, supervise and co-ordinate department and store staff
- Provide customer service and prepare merchandise for purchase at self-serve or according to customers' orders
- Support Department Manager to resolve problems that arise, such as customer complaints and supply shortages
- Support Department Manager to prepare reports regarding sales volumes, merchandising and personnel matters
- Prepare special displays and order merchandise
- Support Department Manager to manage inventory, product line, and freshness of products according to company and customer requirements
- Ensure food storage conditions are adequate

DEPARTMENT SUPERVISOR

Department Supervisors play a critical role in the efficient operation of the store and its performance. As a team leader, they model exemplary conduct and actively contribute to an environment of employee and customer engagement. Working closely with the Department Manager, they uphold the Store's vision and ensure all objectives and goals are met or exceeded. They are responsible for the safe, efficient, and fiscally responsible operation of the Department. In addition to their "base" job duties, Supervisor responsibilities include and are not limited to the following:

- Supervise and coordinate department and store staff, including scheduling and attendance management.
- Resolve problems that arise, such as customer complaints and supply shortages. Communicate these problems to the Department and/or General Manager.
- Support Department Manager to prepare special displays and order merchandise
- Support Department Manager to manage and order inventory, product line, and freshness of products according to company and customer requirements
- Ensure food storage conditions are adequate