

ASSISTANT MANAGER

The Assistant Manager plays a critical role in the efficient operation of the store, its performance, and compliance. 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 General Manager, they uphold the Store's vision and ensure all objectives and goals are met or exceeded. They perform various duties personally or through supervision of employees and work collaboratively with the management team.

Responsibilities include and are not limited to the following:

- Support GM to plan, direct and evaluate the operations and financial performance of the Store
- Support GM to develop marketing strategies and determine merchandise and services to be sold. Execute and support management team to put in place these strategies and initiatives (e.g., seasonal displays, promotions, and décor).
- Support GM to manage contracts, plan budgets, and implement policy
- Resolve customer complaints and support GM to address human resource matters
- Support GM to interview, hire and oversee training for staff
- Manage and order inventory, product line, and freshness of products according to company and customer requirements. Ensure food storage conditions are adequate

FINANCE AND ADMINISTRATION MANAGER

The Finance and Administration Manager plays a critical role in the efficient operation of the store, its performance, and compliance. 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 General Manager, they uphold the Store's vision and ensure all objectives and goals are met or exceeded. They perform various duties personally or through supervision of employees and work collaboratively with the management team.

Responsibilities include and are not limited to the following:

- Oversee general office services and provide administrative functions in support of the Store and General Manager.
- Enter data and maintain records according to generally accepted accounting principles, store policies, and other applicable regulations.
- Support General Manager to ensure cash controls and procedures are set, followed, and verify daily cash balances. Track and monitor financial transactions.
- Prepare and process bank deposits and financial documents such as bills, receipts, and invoices.
- Plan, administer and control budgets for contracts, equipment, and supplies.
- Prepare statistical, financial, and accounting reports for management and/or Board as delegated.
- Support GM to interview, hire and oversee training for staff.

GROCERY / PRODUCE DEPARTMENT MANAGERS

The Grocery / Produce Department Manager plays a critical role in the efficient operation of the store and its performance. As a primary contact and team leader, the Department Manager models exemplary conduct and actively contributes to an environment of employee and customer engagement. Working closely with the General 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. They perform various duties personally or through supervision of Department employees and work collaboratively with the management team.

Responsibilities include and are not limited to the following:

- Support GM to interview, hire and oversee training for staff.
- Supervise and coordinate department and store staff
- Provide customer service and resolve problems that arise, such as customer complaints and supply shortages
- Prepare special displays, merchandise and lead product placement, and order merchandise
- Manage and order inventory, product line, and freshness of products according to company and customer requirements. Ensure food storage conditions are adequate
- Prepare reports regarding sales volumes, merchandising and personnel matters

BAKERY DELI DEPARTMENT MANAGER

The Bakery Deli Department 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 General 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. They perform various duties personally or through supervision of Department employees and work collaboratively with the management team.

Responsibilities include and are not limited to the following:

- Support GM to interview, hire and oversee training for staff.
- Supervise and coordinate department and store staff
- Provide customer service and resolve problems that arise, such as customer complaints and supply shortages
- Prepare reports regarding sales volumes, merchandising and personnel matters
- Preparation and production of all baked foods, ensuring products meet quality standards
- Prepare special displays and order merchandise
- Manage and order inventory, product line, and freshness of products according to company and customer requirements
- Ensure food storage conditions are adequate

MEAT DEPARTMENT MANAGER

The Meat Department 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 General 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. They perform various duties personally or through supervision of Department employees and work collaboratively with the management team. Responsibilities include and are not limited to the following:

- Support GM to interview, hire and oversee training for staff.
- Supervise and coordinate department and store staff
- Provide customer service and prepare merchandise for purchase at self-serve or according to customers' orders
- Resolve problems that arise, such as customer complaints and supply shortages
- Prepare reports regarding sales volumes, merchandising and personnel matters
- Prepare special displays and order merchandise
- Manage and order inventory, product line, and freshness of products according to company and customer requirements
- Ensure food storage conditions are adequate