

Yellowknife Direct Charge Cooperative Ltd.

Job Description

Title: Grocery Supervisor
Reports To: Grocery Manager
Hourly Rate: \$17.48 per hour

Summary

The Supervisor, Grocery is responsible for operating the Grocery Department in a safe and efficient manner. The Supervisor will assist the Grocery Manager to coordinate, supervise and direct all aspects of the Grocery Department operations, while maintaining a profitable department, product quality, inventory management and service levels.

Job Duties

- Trains and supervises all clerks in the Grocery department.
- Provides customer service in a manner that models exemplary conduct to other staff and maintain positive member relations through the proper handling of questions, comments and complaints. Effectively work in a diverse team environment in a proficient and friendly manner.
- Have knowledge of and adhere to all policies and procedures pertaining to the operation of the Grocery department.
- Replaces stock, rotates current stock and ensures satisfactory inventory levels.
- Makes sure shelves are always stocked and that items are well presented with correct pricing.
- Participates in inventory process as scheduled.
- Verifies invoices against packaging slips and tracks all expenditures.
- Required to do opening, closing as per store requirements. This includes lock up, balancing and the associated paper work required.
- Ensures the proper care, use and maintenance of all equipment, software and links; including reporting required repairs to management.
- Presents a neat and clean department while maintaining cleanliness and sanitation standards.
- Assists the Grocery Manager in the implementation of plans and procedures for the Grocery operations; administers plans and procedures to enhance operations.
- Performs duties following established safety, health and environmental regulations and standards to ensure the safety of all customers and staff.
- Understands, follows and instructs all pertinent Food Safety guidelines, procedures and requirements.
- Ensures the proper handling of merchandise.
- Schedules Grocery staff to efficiently meet the business requirements.
- Provides directions to staff ensuring daily functions are completed in an organized and efficient manner.
- Provides technical training with day to day instruction and verbal feedback.

- Shares successes and fosters an atmosphere of success for the Grocery team.
- Performs other duties as required.

Requirements

- Grade 12 or equivalent
- 2 years of experience in retail sales including ordering, receiving and merchandising
- Ability to add, subtract, multiply and divide – math skills to ensure accuracy of all transactions, inventory and procedures
- Experience leading and motivating retail teams
- Driven to deliver superior service by exceeding customer expectations
- Able to work as a team player in a fast-paced, energetic environment
- Present a professional image in appearance, words and actions
- Excellent verbal, written and interpersonal communication skills
- Open availability and flexibility to work nights, weekends, store opening and closings to meet the needs of the business
- Computer literate with a working knowledge of Microsoft office software packages and e-mail
- Demonstrated ability to train and motivate employees

Work Conditions

- Must be physically able to handle the workload
- Overtime as required
- Ability to reach, bend, stoop and lift up to 25 pounds

If you are interested in pursuing this opportunity, please forward your resume to the attention of the Human Resources Manager via email at r.daley@ykcoop.com

We thank all applicants for their interest but only those selected for an interview will be contacted.