

ASSISTANT GROCERY MANAGER

Location: Atkins Farms 1150 West Street, South Amherst, MA 01002

Job Status: Full Time

Education Level: Associates Degree Preferred, Management Experience Preferred

Work Experience: Minimum one year related experience

Skills/Certifications/Licenses: Allergen Awareness Training Preferred

SUMMARY:

The Assistant Grocery Manager position is a full time position for someone who... works well with a team, has prior experience in a management position, enjoys hands on work, enjoys continuously moving throughout the day, has the ability to lift and reach to stock shelves and move product in a warehouse setting and on a retail floor, has well developed communication and follow through, excels at multitasking, works well under pressure, shows attention to detail and understands the importance of accuracy and consistency, keeps abreast of current food trends, is flexible in their schedule and who wishes to work closely with a team of seasoned employees.

Overall responsibilities include customer service, cleaning, employee management, delegating duties, product displays, assisting with ordering.

KEY JOB DUTIES (not exhaustive)

- Managing Standard Grocery, Frozen Grocery, Specialty Grocery
- Maintain records related to sales
- Maintaining accurate prices on all products
- Checking in product and approving invoices
- Creating holiday and seasonal displays
- Assisting Grocery Manager with ordering/reordering product
- Watch for and recognize security risks and thefts, and know how to prevent or handle these situations
- Recommend, select, and help locate or obtain merchandise based on customer needs and desires
- Answer questions regarding the store and its merchandise
- Describe merchandise and explain use, operation, and care of merchandise to customers
- Price arrange and display merchandise to promote sales
- Demonstrate use or operation of merchandise
- Clean shelves, counters and tables
- Inventory stock and requisition new stock
- Prepare merchandise for purchase
- Upholding store policies and procedures as well as department policies and procedures
- Assisting Grocery Manager with disciplinary action when necessary
- Assisting Grocery Manager with Employee Scheduling
- Maintain regular and prompt attendance at worksite
- Perform other duties as assigned

REQUIREMENTS:

Minimum one year specialty grocery experience

Work Schedule: Flexible, will require weekends, days, evenings & holidays

About Atkins Farms

Atkins Farms is a locally owned and operated business located in South Amherst, MA. We strive to exceed our customers' expectations by providing the highest quality selections possible, locally produced and privately labeled goods as well as conventional and seasonal products. We provide a safe, clean and comfortable shopping environment, with exceptional customer service from a staff of dedicated and knowledgeable employees. Customer satisfaction is our goal. We believe that actively supporting community events and local organizations strengthen the community. Atkins Farms offers employee benefits and competitive wages based on experience and skills.