



NIGHT SUPERVISOR

STORE LOCATION: 1150 West Street, South Amherst, MA

DEPARTMENT: Registers

JOB STATUS: Part Time or possibility of Full Time

REPORTS TO: Front End Manager, Upper Management, Ownership

GRADE/LEVEL: High School Diploma or Equivalent preferred

WORK SCHEDULE: Flexible, weekends, days, evenings & holiday availability is expected.

AMOUNT OF TRAVEL REQUIRED: NA

POSITIONS SUPERVISED: Entire store from 5pm to close

OVERALL RESPONSIBILITY

- Customer Service
- Assisting customers with questions or directing them to someone who can assist
- Sales
- Cleaning
- Answering telephones
- Order taking (baskets, shipping/delivery, grocery)
- Delegating duties
- Assisting all departments
- Monitoring sales floors
- Securing back doors at 5pm
- Securing and alarming store at close

KEY JOB DUTIES (not exhaustive)

- Maintain regular and prompt attendance at worksite
- Perform other duties as assigned
- Upholding store policies and procedures as well as department policies and procedures
- Reporting department or employee issues/misconduct to management
- Confidential and proper handling of customer and employee dishonesty
- Handling evening scheduling conflicts (calling employees in or out)
- Keeping store clean and safe avoiding potential incidents
- Bagging groceries, retrieving carts when necessary
- Communicate issues to department managers and/or ownership
- Following injury protocol for employees or customers in the case of emergency or incident
- Authorize each department to close for business

EDUCATION

TIPS Certification preferred

EXPERIENCE

Minimum six months related experience

SKILLS & ABILITIES

Professionalism

Strong Communication

Prioritizing daily tasks

CERTIFICATES & LICENSES

TIPS training preferred

Fill out an application at: <https://www.atkinsfarms.com/employment-application/>

Email resumes to rihana@atkinsfarms.com

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.