

Saver Group, Inc.
Job Description – ASSISTANT STORE MANAGER

Reports To: Store Manager

Salaried Position

Note: This document describes the major responsibilities of the Saver Group, Inc. Assistant Store Manager. Management reserves the right to assign other duties as required to insure efficient store operations.

General Qualifications:

- Customer service orientation and willingness to deal with people daily.
- Excellent communication skills; willingness to teach employees.
- Knowledge of the grocery business; 1-2 years experience preferred.
- Ability to create teamwork environment.
- Attention to detail throughout the store (All departments and tobacco outlet.)
- Ability to manage the financial assets of the store.
- Ability to delegate.

Essential Functions/Job Responsibilities

- Customer Service – Meet customer needs with a smiling face and remember that the customer always comes first. Always make our customers know that they are important and special to us. Handle all customer questions and concerns
- Financial and Operational Responsibilities:
 - ✓ Assistant Manager is primary backup to the Store Manager. He/she must know all items on the manager's duty list. He/she assumes the manager's role when the manager is out of the store.
 - ✓ Complete a store tour at the beginning of the day. Note the condition of the store and communicate conditions to department heads, stockers, and store manager.
 - ✓ Provide backup for cashiers as needed.
 - ✓ Grocery orders – make out, punch in and transmit to St. Louis every Monday, Wednesday and Friday.
 - ✓ Check all invoices for shortages and proper billing.
 - ✓ Complete the book requirements on front end manager's day off.
 - ✓ Take deposits to the bank.
 - ✓ Check all vendors into the store.
 - ✓ Insure that all policies and procedures are adhered to.
 - ✓ Insure that all resets and new items are worked into the sales floor; utilize your Save-A-Lot representative.
 - ✓ Make sure front and back of the store is kept clean and running in proper order with regard to state codes and regulations.
 - ✓ Each day, list what must be done on the shift for opening stocker. Follow up every two hours with employees.

Assistant Store Manager,
Revised November, 2010

- Employee Responsibilities: (Coordinate all duties with the Store Manager.)
 - ✓ Communication is the key to a successful Saver Group, Inc. manager.
 - ✓ Teaching – Continually teach team members how to best do their jobs.
 - ✓ Hire, discipline and terminate employees – Handle these situations on a timely basis– keeping the manager informed - and keep good records on all employee situations.
 - ✓ Schedules – Budget sales and work hours. Create schedules based on input from department heads.
 - ✓ Employee complaints – Listen to employees; give unhappy workers an opportunity to be heard. Keep accurate records of these situations.

- Security and Shoplifting
 - ✓ Security – Insure that back doors are locked and security cameras are in proper working order. Allow only management or key carriers to check in vendors.
 - ✓ Shoplifting – Create environment in which employees will report all potential shoplifters to you and follow proper procedures.

- Central Office Support
 - ✓ Staff – Use support staff to assist with any questions or problems.
 - ✓ Policies and Procedures – Insure staff awareness of all policies and procedures implemented by the Central Office and comply with guidelines.

Environmental Conditions/Physical Requirements:

- Lift boxes and equipment up to 75 lbs.
- May be required to be on one's feet for extended periods of time.
- Some exposure to outside weather conditions.
- Stocking required on sales floor.

Acknowledgement:

I have read and understand the description of the Assistant Store Manager position in Saver Group, Inc. I understand that the essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the Manager or the Operations Supervisor. Management may assign other duties as needed for efficient store operations. I am able and agree to perform the essential functions/responsibilities as outlined here.

Signature, Applicant/Employee

Witness, Saver Group, Inc.

Date