

**Saver Tarheel, LLC.**  
**Job Description – COOLER MANAGER**

**Reports to: Store Manager**

**Hourly Position**

**Note:** This document describes the major responsibilities of the Saver Tarheel Cooler Manager. (The Cooler Manager position exists in some stores.) Management reserves the right to assign other duties to insure efficient store operations.

**General Qualifications:**

- Customer service orientation, friendly personality.
- Supervisory experience needed in managing people.
- Experience in ordering and merchandising product is desired.
- Strong work ethic.
- Ability to self start to complete work requirements.
- Ability to get to work at assigned starting times & complete assigned shifts
- Flexibility in scheduling. We are a seven day a week operation with weekend and evening hours.

**Essential Functions/Job Responsibilities:**

- Customer Service – Meet customer needs with a smiling face and remembering 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.
- Has following responsibilities for frozen food, perishable meat, package meat, dairy products, bakery, and ice cream
  - ✓ Orders products.
  - ✓ Puts up new stock.
  - ✓ Rotates stock; Manages control dated products.
  - ✓ Cleans cases at least quarterly.
- Deliveries – Insures that all perishable products are put into the proper temperature as quickly as possible.
- Fill ice cream first; make sure eggs are put into cooler; fill sweet goods; fill frozen foods; check dairy products and smoked meat.
- Regularly check temperatures in coolers and display cases to insure proper temperature is maintained.
- Non-delivery days – Check milk to insure that it is stocked and rotated. Spot check everything in cooler and fill as needed.
- Finalize all orders within a required time frame.
- Check the load against the invoice for proper billing.
- Report overages and shortages to the Store Manager.

Cooler Manager  
Effective January, 2008

- Daily responsibilities – Fill the sweet rack, spot check it during shift to make sure racks are kept full. Keep egg and milk racks full. Work backstocks in all required perishable departments.
- Responsible for price changes and markdowns.
- Eliminate ice in freezers, coolers and cases if there is buildup.
- Cleaning – Check drains every 2-3 weeks. Front of cases must be cleaned weekly. Coolers should be cleaned at least once a week. Display cases should be cleaned periodically.
- Major cleaning is conducted during the last two weeks of the month.
- Stock dry groceries as needed.
- Set up and maintain displays.
- Conduct annual major cleaning of equipment; breakdown pans in bottom of cases.

**Environmental Conditions/Physical Requirements**

- Must lift boxes and equipment – up to 85 lbs. (Required)
- Transfer of product to sales floor required.
- Exposure to extreme weather conditions required – will be working in freezers and coolers.
- May be required to be one's feet for extended periods of time.

**Acknowledgement:**

I have read and understand the description of the Cooler Manager position within Saver Tarheel, LLC. I understand that the essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the Store Manager. Management may assign other duties as needed for efficient operations. I am able and agree to perform the essential functions/responsibilities as outlined in the description.

\_\_\_\_\_  
Signature, Applicant/Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness, Saver Tarheel, LLC.

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**Acknowledgement of Confidentiality Provision:**

I understand that Saver Tarheel, LLC. has agreed to protect the confidentiality of all confidential, proprietary or trade secret information concerning the Save-A-Lot Program. As an employee of Saver Tarheel, I agree not to disclose any confidential, proprietary information or trade secret information with respect to the Save-A-Lot program to any third party. Confidential information may include, without limitation, procedures, operations and data used in the Program, know how, practices, methods of promotion, advertising and production, pricing and product information, forms, layout/design information, manuals, computer software and other technical information.

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Signature, Applicant/Employee

\_\_\_\_\_  
Date

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Witness, Saver Tarheel, LLC.