

Saver Tarheel, LLC. **Job Description – CREW LEADER**

Reports To: Store Manager

Hourly Position

Note: This document describes the major responsibilities of the Saver Tarheel, LLC. Crew Leader. Management reserves the right to assign other duties as required to insure efficient store operations.

General Qualifications:

- Customer service orientation, friendly personality.
- Strong work ethic.
- Ability to self start and complete work requirements
- Ability to get to work at assigned starting times & complete assigned shifts.
- Desire to grow in the job.

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:
 - ✓ Opening the store - insure that cash drawers are in registers, doors are open on time and store is ready for business.
 - ✓ Closing the store - insure that cash drawers and register drawers are locked in the safe, sales figures are sent to Central office, lights are off, alarm is set and all doors are locked.
 - ✓ Responsible for cash in the office; responsible for adherence to the company check cashing policy.
 - ✓ Fulfill the Store Manager role when Store Manager and Assistant Manager are not in the store. Role includes managing entire store – front and back or “running the perimeter”.
 - ✓ Assist cashiers cheerfully when called to the register.
 - ✓ Perform all cashier duties as required.
 - ✓ Assist with stocking merchandise as needed.
 - ✓ Conduct regular checks of produce, meat and dairy to insure that product is available for sale. Fill display cases as necessary.
 - ✓ Conduct regular checks of refrigeration temperature, walk-in coolers and sales units.
 - ✓ Report any accidents or unsafe conditions to the manager or assistant manager. Complete the Saver Tarheel Incident Report immediately; keep copy and forward copy to the Central Office.
 - ✓ Count money in drink machines when applicable (Some stores do not have this responsibility.)

Crew Leader
Effective January, 2008

- ✓ Insure that all vendors are properly checked in.
 - ✓ Complete office paperwork as assigned.
 - ✓ Insure that store conditions are properly maintained, i.e., swept and mopped as needed.
 - ✓ At close – insure that store is prepared for next day opening.
- Employee Responsibilities:
 - ✓ Teaching –Continually teach team members how to best do their jobs.
 - ✓ Insure that cashiers and stockers are performing their assigned tasks.
 - ✓ Monitor lunch periods and breaks to insure that both are taken at the proper time.
 - Security and Shoplifting
 - ✓ Security – Insure that back doors are locked. Allow only management or key carriers to check in vendors.
 - ✓ Shoplifting – Assist in creating an environment in which employees will report all potential shoplifters to you and follow proper procedures.

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.
- Exposure to outside weather conditions; taking out trash, gathering carts, and cleaning areas outside the store.
- Lift and carry product boxes to the sales floor.

Acknowledgement:

I have read and understand the description of the Crew Leader position in Saver Tarheel, LLC. I understand that the essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the Store Manager or the Assistant Manager. Management may assign other duties as needed for efficient store 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.

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.

Signature, Applicant/Employee

Date

Witness, Saver Tarheel, LLC.