

**Saver Group, Inc.**  
**Job Description – CREW LEADER**

**Reports To: Store Manager**

**Hourly Position**

**Note:** This document describes the major responsibilities of the Saver Group, Inc. 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, prepare nightly register reports, 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 Group Incident Report immediately; keep copy and forward copy to the Central Office.
  - ✓ Insure that all vendors are properly checked in.
  - ✓ Complete office paperwork as assigned.

Crew Leader  
Effective November, 2010

- ✓ 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 Group, Inc. 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

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Date

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Witness, Saver Group, Inc.