

Deals Manager
Effective November, 2006

Saver Tarheel, LLC.
Job Description – DEALS MANAGER

Reports to: Store Manager

Hourly Position

Note: This document describes the major responsibilities of the Saver Tarheel Deals Manager. Management reserves the right to assign other duties to insure efficient store operations.

General Qualifications:

- Customer service orientation, friendly personality.
- Strong work ethic.
- Ability to self start to complete work assignments
- Ability to get to work at assigned times and complete assigned shifts.
- Desire to grow in the job.
- Retail Experience preferred.

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.
- Sales Floor Responsibilities:
 - ✓ Seasonal Items – work with manager or assistant manager on displays.
 - ✓ Follow all store requirements when checking in products.
 - ✓ Stock Shelves and displays – Must be kept neat and labeled at all times.
 - ✓ Remove empty boxes as needed throughout the shift.
 - ✓ Always be aware of the possibility of product theft from the floor.
- Backroom Duties:
 - ✓ Entire area must always be kept neat and clean. Area must be swept at the end of each shift.
 - ✓ Backstock – must be kept neat and orderly in the backroom for inventory control.
 - ✓ Backstock should be worked on non-load days.

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- Other Responsibilities
 - ✓ Oversee paperwork; make sure that it is completed accurately and on time, including ordering, invoices, and credits.
 - ✓ Record damages and report to office.
 - ✓ Knowledge of inventory levels at all times.
 - ✓ Operate the cash register as required.

Environmental Conditions/Physical Requirements

- Lift product boxes and equipment up to 75 lbs. (Required)
- Carry product boxes to sales floor. (Required)
- Exposure to outside weather conditions; taking out trash, gathering carts, and cleaning areas outside the store.
- Extremely busy periods accompanied by slow periods; deals managers are expected to be working at all times.
- May be required to be on one's feet for extended periods of time.

Acknowledgement:

I have read and understand the description of the Deals Manager position in Saver Tarheel, LLC. I understand that these essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the Store Manager or 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, 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.

Signature, Applicant/Employee

Date

Witness, Saver Tarheel, LLC.