

Assistant Meat Manager,
Effective, November, 2006

Saver Tarheel, LLC.
Job Description –ASSISTANT MEAT MANAGER

**Reports To: Meat Manger
Store Manager**

Hourly Position

Note: This document describes the major responsibilities of the Saver Tarheel Assistant Meat Department 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 every day.
- Knowledge of the meat business; 1 – 3 years experience preferred.
- Attention to detail throughout the department.
- Ability to manage people and delegate tasks.
- Ability to create a teamwork atmosphere throughout the department and within the entire store.
- Ability to be a “working manager,” i.e., do the work and manage the department.
- Acknowledge all non-smoking areas in the store – smoke only in designated areas.

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.
- Compliance with all Saver Tarheel Policies including:
 - ✓ Ordering
 - ✓ Pricing
Note: Assistant Meat manager is responsible for profitability of the meat department at all times. Adherence to ordering and pricing policy ensures that goals will be met.
 - ✓ Merchandising
 - ✓ Inventories
 - ✓ Cleanliness/Health Department Policies
 - ✓ Weights and Measures Compliance
 - ✓ Follow all store requirements when checking in vendors.
 - ✓ Check all invoices for shortages and proper billing.

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- Product Quality
 - ✓ Quality is a primary concern for all Assistant Meat Managers.
 - ✓ Insure that meat is fresh at all times.
 - ✓ Pull any distressed meat from case and dispose of properly (mark down, reduce or trash.)
 - ✓ Insure proper refrigeration in all cases, coolers, and freezers at all times.
 - ✓ Properly rotate fresh meat cases, fresh meat coolers, and freezers.
 - ✓ Maintain Daily Temperature Log for coolers and sales floor cases. Post daily outside coolers.

- Sanitation and Cleanliness
 - ✓ Comply with all Health Department standards.
 - ✓ Wear rubber gloves and hats in areas required by Health Department.
 - ✓ Cutting room sanitation responsibilities:
 1. Break all equipment down daily.
 2. Clean with soap and water.
 3. Rinse with water and sanitizer.
 4. Use sanitation equipment supplied in the store.
(Government accepted sanitized equipment)
 5. Clean cutting room every twenty-four hours. Cleaning process takes approximately one hour to complete.

 - ✓ Dispose of trash and cardboard throughout the shift.
 - ✓ Breakdown, clean and sanitize cases and coolers monthly.

- Safety
 - ✓ All meat cutters must wear metal glove on left or right hand depending on whether they are left or right handed. (Protection for the hand used most often.)
 - ✓ All employees must use the push rod for preparation of hamburger meat.
 - ✓ Insure that proper guards are on all tenderizers and saws.
 - ✓ Proper safety equipment in all situations is a requirement in Saver Group stores.
 - ✓ Report any accidents or unsafe conditions to the State Supervisor. Complete the Saver Tarheel Incident Report immediately; keep copy and forward copy to the Central Office.

- Inventory
 - ✓ Conduct monthly inventory as per planned schedule.

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- Employee Responsibilities:
 - ✓ Communication with employees is the key to a successful Saver Tarheel meat manager.
 - ✓ Teaching – Continually teach team members how to best do their jobs.
 - ✓ Hire, discipline and terminate employees – Handle these situations on a timely basis and keep good records on all employee situations.
 - ✓ Promotions, bonuses, raises – Award based on performance and always implement based on agreed criteria and on a timely basis.
 - ✓ 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
 - ✓ Shoplifting – Create environment in which employees report all potential shoplifters to you and follow proper procedures.

Environmental Conditions/Physical Requirements:

- ✓ Lift boxes and equipment up to 60 lbs.
- ✓ May be required to be on one's feet for extended periods of time.
- ✓ Exposure to temperature extremes (freezers, coolers, store temperature, outside temperatures).
- ✓ Handling sharp knives and other equipment (such as slicers) that can maim individuals.
- ✓ Must work with the potential for slick floors in cutting room.

Acknowledgement:

I have read and understand the description of the Assistant Meat Manager 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 Meat Director. 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.

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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.