

**Haddad's West Peoria Market  
Job Description**

**Job Title: Grocery Department Night Manager**

**Department: Grocery**

**Reports To: Mark Wrhel, Ann White or Department Manager on Duty**

Summary: Grocery department manager is engaged in selling specific related or general lines of merchandise by performing the following duties personally or through subordinate workers.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Wait on customers in a timely manner.

Answer questions regarding food or service.

Examine merchandise to identify items to be replenished.

Receive, open, and unpack cartons or crates of merchandise and readies items for retail sale.

Answer and direct incoming phone calls.

Assign employees to specific duties.

Supervise employees engaged in sales work, and perform work of said subordinates, as needed.

Ensure compliance of employees with established security, sales, and record keeping procedures and practices.

Ensure a clean and well-maintained work area.

Engage in working backroom stock, making sure it is rotated and put away in its correct place.

Receive, open, and unpack cartons or crates of merchandise, checking invoice against items received.

Stamp, attach, or change price tags on merchandise, referring to price list.

Set up advertising signs, displays merchandise on shelves, counters, or tables to attract customers and promote sales.

Clean display cases, shelves, and aisles.

Sweep and spot mop the floor nightly.

Empty trash cans in store nightly.

Answer customer's complaints or inquiries.

Lock and secure store.

