



JOB POSTING

JOB TITLE: Assistant Grocery Store Manager
REPORTS TO: Grocery Store Manager
DATE PREPARED: April 11, 2019

Do you want a chance to make a difference? Do you believe in a community that includes everyone? Are you a champion for collaboration, customer service, and teamwork? A challenging, full-time position is available with the Old East Village Grocer (OEVG) for an Assistant Grocery Store Manager. We are seeking a passionate and dedicated leader to help us fulfill our mission, vision, and strategic plan.

ABOUT THE OLD EAST VILLAGE GROCER

The OEVG, a social enterprise owned and operated by ATN Access Inc. is a grocery store like no other. We are dedicated to bringing fresh and healthy food and grocery items to the East London community. More importantly, our store is an employment training platform for individuals with disabilities or barriers to employment. As an ATN initiative, the store and its' training programs are designed to reintegrate our clients back into the workforce and provide everyone with a sense of community belonging.

OVERVIEW

The Assistant Grocery Store Manager, will act as a true collaborator to promote a culture of leadership, inclusivity, and engagement. You will provide administrative, bookkeeping and operational oversight at the OEVG. Your enthusiasm, integrity and upbeat attitude will help you to develop outstanding relationships with staff, clients and customers, build partnerships, enhance awareness of the OEVG, and increase our community's capacity to address complex barriers to employment and inclusion.

PRIMARY RESPONSIBILITIES

- Perform Administrative and basic bookkeeping duties in coordination with ATN's Finance Manager
- Assist with the development of SOPs, training materials, evaluation plans and other necessary tools to improve productivity, engagement and the overall success of the OEVG training program
- Maintaining necessary Health and Safety documentation, practices and requirements
- Providing employment training, resources, supervision and feedback to clients.
- Assist the Grocery Store Manager to provide hands on management of all departments to meet sales, margin, labour and customer service goals. This includes, but is not limited to:
 - Ordering, stocking, merchandising and inventory of product.
 - Receiving, verifying and invoicing of deliveries.

- Maintaining accurate sales floor signage and POS pricing files.
- Controlling expenses through managing: code dates, “shrink” logs, markdowns, supply usage and damaged item program.
- Creation and implementation of plan-o-grams.
- Maintaining and troubleshooting of equipment and fixtures as needed.
- Providing and setting an example for exceptional customer service.
- Processing of product recalls.
- Facilitating staff scheduling, meetings and training.
- Managing the store in the absence of the Store Manager.
- Remaining current on Food Safety, WHMIS, First Aid and any other required training.

JOB SKILLS & QUALIFICATIONS

- Post-secondary education in Business or related field plus minimum three (3) years of experience in retail management or an equivalent combination of education and experience;
- Strong computer skills including Microsoft Word, Excel, and accounting software;
- Experience in the grocery industry strongly preferred;
- Demonstrated knowledge of financial concepts such as: accounts payable, payroll, budgeting and inventory management;
- Knowledge of Health and Safety legislation;
- Proven problem solving and analytical skills, both quantitative and qualitative;
- Cross-functional team player and collaborator with excellent communication; influencing, and relationship building skills;
- Strong presentation skills, comfortable with public speaking;
- Effective prioritization, multi-tasking, and time management skills;
- Highly flexible, with the ability to work effectively with diverse teams and a diverse client base.

POLICE RECORDS CHECK AND VULNERABLE POSITION SCREENING

This position requires incumbents to submit a current Police Records Check and Vulnerable Position Screening from their local police service. A current ATN/OEVG employee who is the successful candidate for this position must also provide this document unless it is already on file and not more than two years old.

WORKING CONDITIONS

This position will require the incumbent to work in a seated position for part of each day for administrative responsibilities. Standing, walking, reaching, bending and stooping are also necessary each day with some lifting requirements up to 25 pounds. There is some exposure to dust, dirt, odors, noise, and temperature. The incumbent may be required to deal with individuals, including alone or in close confines, who may be potentially dangerous and/or exposed to rudeness or profanity. Interruptions are constant throughout the day due to email, telephone calls, and others.

Please send a **cover letter and resume** before Friday April 26, 2019. to employment@atn.ca