Job Details

Position: Grocery Manager
Location: 4485 Trans Canada Hwy, Cowichan Bay, BC
Job Type: Permanent
Job Salary: Salaried plus bonus structure
Additional Info: Only those selected for an interview will be contacted.

Job Summary

Great Greens Farm Market is a specialty grocery store opening alongside the Trans Canada Highway in Cowichan Bay, South of Duncan. Great Greens Farm Market is retailer of locally grown and harvested Produce, Meat, Dairy Products, Seafood, Breads and locally packaged products. Reporting to the Store Manager and Store Owner the Grocery Manager is responsible for the efficient and fiscally responsible operation of the department. The Manager will lead and manage staff to achieve the highest level of customer service, while adhering to all Food Safety Protocols, Standard Operating Procedures, corporate policies, Health and Safety, and other programs and initiatives. The Manager will also manage budgets, labor costs, inventory control, product presentation and merchandising. The Manager will coach, motivate and develop their team to foster customer loyalty, fulfill customer needs and actively contribute to an environment of employee and customer engagement.

Job Requirements

- High School Diploma
- Food Safe Level 1
- Minimum 18 months of retail store experience
- Experience reading and analyzing financial reports, and experience in developing and adhering to budgets
- Full knowledge of whole store operations and skills
- Ability to work independently in a fast paced environment
- Excellent communication skills both oral and written
- Proficient use of Microsoft Office Suite

Job Responsibilities

Human Resources
Create a coaching and development culture for all employees that embraces a passion for food. Demonstrate outstanding leadership while serving as a role model. Work closely with Store Manager to execute Human Resource strategies including selection, orientation, training, development, performance review, succession planning and compensation. Communicate operational requirements/changes to department employees. Provides overall Store Leadership when Store Manager is unavailable.

Customer Experience
Create a shopping experience that engages customers in a way that enhances loyalty, sales, and profit. Provide superior customer service. Demonstrate exceptional product knowledge, including awareness of locally farmed products, product changes, promotions, and seasonal trends. Order, receive, organize, rotate, merchandise and present products and stock in accordance with company standards.

Policy/ Regulatory Adherence
Lead the implementation of all corporate policies, initiatives, and Standard Operating Procedures and ensure the department and employees comply and use them effectively, including timely and accurate submission of all relevant documentation as required. Responsible for ensuring that OH&S, food safety, and other regulatory requirements and procedures are implemented and maintained.

Financial
Directly responsible to ensure the department achieves all financial targets and maximizes sales and margins, including appropriate sales forecasting, variance analysis and correction, and labor cost control.   Manage the department budget.

Personal/ Professional Development
Thorough understanding of all relevant company programs; attend training as required. Keeps abreast of local competitor activity, industry trends and makes recommendations on internal pricing, promotions and product policies.

Employee Engagement
Act as the employer of choice by actively supporting an environment of employee engagement.   Initiate, support, participate and lead community and charitable events and activities.

Other Duties

Coordinate maintenance of department equipment and repairs   Provide feedback for continuous improvement.   Maintain a clean and safe working environment as per Company requirements. Other duties as required.

How to Apply

Apply by emailing your resume and cover letter to customercare@greatgreens.ca. On your resume, please clearly state the job title of the position you are applying for.