

Job Description

Job title: Store Person

Reporting to: Store Manager

Hours: 42.5 working hours

Purpose of the position

To manage all aspects of the back dock, to ensure a smooth operation of the deliveries into the store by adopting best practice procedures

Key responsibilities & duties

Duties of the role	Competencies sought
Customer service	<i>Ensure that you and your staff deliver a high level of service</i>
People Management	<i>Lead by example Open door policy Communicate to all team members Communicate to HG RETAIL and the Management team, horizontally and vertically Solve conflict as it arises Delegate to staff Coach and mentor team members Team orientated approach Good organisational skills and attention to detail</i>
Training	<i>Ensure all team members are competent in respective department training Certificate III training Induction completed Fire training completed Chemical training completed for relevant staff</i>
Financials	<i>Knowledge of closing the gap Understand profit and loss impact on the business Understand stock takes procedure</i>
Stock Control/Merchandising	<i>Receival of stock Stock room rotation Appreciation and interest in good food Product knowledge across the department Supplier management – hot and cold</i>
Compliance	<i>Cleaning schedules implemented Food safe practices/plan followed Ensure all compliance reports are completed e.g. weights and measures, temp checks, Goods Inward Summary</i>

Duties of the role	Competencies sought
Workplace Health & Safety	<i>Staff completed work safe practices</i> <i>Ensure all staff comply with all safety legislation</i> <i>sweep logs, incident reports</i> <i>Traffic management</i> <i>Rubbish Handling</i>

Academic or trade qualifications

Cert III in Retail
 First Aid Certificate
 Food Safety Supervisor
 Fire online training

Work experience and skills

Literacy and numeracy
 Register trained
 Grocery Manager Mobile
 Sign IQ
 Business acumen
 Knowledge of HG RETAIL business
 Advanced computer skills
 Cash management

General

Happy, positive motivated outlook
 Personal presentation high standard
 Good manners
 At times perform other duties as requested by the management team