

# Job Description, The Harlech Grocer Limited

<b>Job title: Assistant Store Manager, Y Groser Harlech</b>	
<b>Main purpose of job: Supporting the manager in the day-to-day operations of the store</b>	
<b>Department: Y Groser Harlech Store</b>	<b>Location/Branch: Harlech High Street, Harlech</b>
<b>Position reports to: Store Manager</b>	<b>Position is responsible for: Serving customers, supervision of team members, taking charge when the manager is absent</b>
<b>Length of contract: Part time /full time</b>	<b>Salary:</b>

<b>Main duties</b>
<ol style="list-style-type: none"><li>1.Creating a welcoming environment, alongside excellent customer service</li><li>2.Motivating team members to meet and surpass their targets</li><li>3.Ensuring the store is clean, safe, and well presented for our customers and team</li><li>4.Operating Point of sale, cash handling and end of day financial procedures</li><li>5.Ensuring start/end of day operational procedures are fulfilled</li><li>6. Receiving orders and checking quality of goods. Stocking of store.</li><li>7. Food handling (compliant training will be given if required</li><li>8.Ensuring Health and safety/store security procedures are adhered to</li><li>9.Training of team members within the store</li><li>10.Taking over responsibility of the store if the manager is absent</li></ol>

**Last updated:** January 2022

**Date of next review:** June 2022