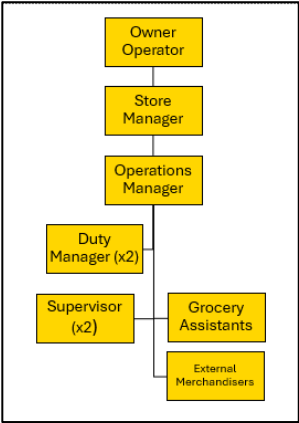


<b>POSITION TITLE</b>	<b>Grocery Assistant</b>
<b>STORE</b>	<b>Taupo Pak 'n Save</b>
<b>DATE</b>	<b>October 2024</b>
<b>REPORTS TO</b>	<b>Operations Manager</b>
<b>PURPOSE OF POSITION</b>	The primary role of the Grocery Assistant is to assist in the day-to-day running of the grocery department. To ensure that sufficient quantities and range of products are always available for sale at the correct price during opening hours. Ensure the department is well merchandised, clean, tidy and attractively presented. To assist with all customer enquiries where appropriate.

## REPORTING STRUCTURE



## ACCOUNTABILITIES

- OPERATIONAL**
  - Complete the tasks of a Grocery Assistant, including (but not limited to):
    - Replenishing stock from the storeroom utilizing the wave replenishment method to meet customer demand and minimise out of stocks.
    - Filling and facing up designated areas and promotional lines with a minimal disruption to customers, including ensuring ladders and steps not in use, are stored in the storeroom in their allocated spots.
    - Undertaking additional housekeeping as required (e.g. sweeping the floors, dealing with spillages and breakages, cleaning shelves, etc.)
    - Other tasks across the store and departments as required.
  - Ensure the use of shelf space is maximised through completion of daily stock drops and filling.
  - Ensure the displays / shelves are appropriately stocked and relevant merchandising standards are always maintained.
  - Effectively resolve all customers related enquiries and complaints unless management approval is required.
  - Ensure appropriate stock rotation policy adhered to.
  - Ensure the aisles are always kept clear of rubbish and blockages, allowing for clear customer access.
- COMPLIANCE**
  - Follow Health and Safety Policy, Food Safety Policy and compliance procedures in the store.
  - Ensure Food Safety standards are maintained through completion of appropriate daily, weekly and monthly cleaning.
  - Ensure there are always no trip hazards on the shop floor.
  - Assist in ensuring 100% price integrity in the department. Ensuring the correct stock is merchandised on shelf with the correct pricing.
- CULTURAL**
  - Contribute effectively as a team member.

## SIGNATURE

I have read and understood this Job Description:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date: