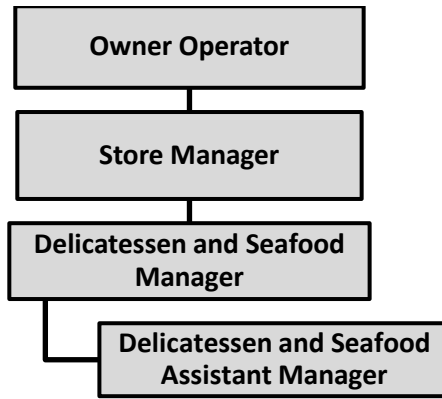


POSITION TITLE	Delicatessen and Seafood Assistant Manager
STORE	Pak'nSave Kapiti
DATE	March 2025
REPORTS TO	Delicatessen and Seafood Manager
PURPOSE OF POSITION	To assist the department manager to maximise sales, achieve specified financial targets, enhance operating efficiencies whilst leading and driving a high-performance team.
STORE PURPOSE	To deliver a superior experience for our team, customers and community
STORE VALUES	Think customer; In it together; Courageous; Above the line

REPORTING STRUCTURE



RELATIONSHIPS

INTERNAL

- Owner Operator
- Department Manager
- Other Dept and Duty Managers
- Delicatessen/Seafood Team Members
- HR/Training/Compliance Managers
- Other store staff

EXTERNAL

- Suppliers / Reps
- Foodstuffs Specialists
- Other Foodstuffs Employees
- Industry contacts
- Customers

COMMITTEES

- Store Management Team
- Health and Safety Committee

AUTHORITIES

Staff _____

Finance _____

Operations _____

ACCOUNTABILITIES

Assist the Department Manager to achieve the below outcomes both with them and during their absence

OPERATIONAL

- Enhance the reputation of the business by promoting and encouraging 'best practice' levels of customer service.
- Effectively resolve all customer related enquiries and complaints. Minimise customer complaints received.
- Reinforce and appropriately implement the businesses returns policy in all appropriate transactions.
- Ensure sales and GP targets for the department are met or exceeded and that wage costs are controlled appropriately. Monitor sales and create opportunities to increase on last year. Maintain 100% price integrity in the department.
- Ensure Foodstuffs' PAK n SAVE promotional and pricing programmes are adopted so that the store presents a competitive and brand consistent offer to the market at all times.
- Ensure all machinery in the department is maintained on a regular basis.
- Control ordering for department through effective use of the in-store purchasing systems. Ensure range matches the format and customer service requirements whilst optimising stock holding levels and stock turn.
- Ensure all stock is sourced through approved suppliers, all orders placed on time and all product checked on arrival for quality. Ensure appropriate stock control / stock taking processes and procedures are in place. Liaise with suppliers as appropriate.
- Control all department costs. Manage credits in a timely and tidy fashion to minimize waste and reduce loss. Hold suppliers accountable for damaged stock making sure credit notes find their way to the office.
- Ensure operational delivery standards are met or exceeded including:
 - Ensuring the shop is full and appealing throughout the hours of trade, and that stock levels are controlled appropriately. Ensure all appropriate signage is displayed correctly and that advertised product is displayed meaningfully.
 - Merchandising the department appropriately, as per the best practice manual. Building attractive / eye catching displays and ensuring the department merchandising standards invite purchases through attention to detail. Manage the layout of the department to maximize stock visibility to enhance sales potential.
- Complete reasonable ad-hoc tasks as directed by management.

FINANCIAL

- Ensure costs are kept within the parameters set out by Owner Operator. Achieve cost goals through monitoring department systems in an effective and timely manner.
- Manage assigned activities, promotions and initiatives within plan, budget and resource deployment delegations.
- Meet annual, monthly and weekly targets and review with store owner the sales, gross profit, contribution to profit and cost targets in line with the store targets, proactively taking action to remedy adverse trends.
- Manage price differential targets within the department.
- Assist with inventory counting and ensure all inventory processes are followed.
- Ensure financial reporting is accurate and completed within appropriate timeframes.
- Analyse SAP data and identify opportunities to enhance profitability and increase sales.
- Complete weekly profitability forecasting.

STAFF MANAGEMENT

- Roster to always ensure adequate staff levels, keeping in line with wage percentage targets.
- Assist in recruitment of all team members into the department.
- Ensure all team members receive an appropriate induction / orientation to the department and receive appropriate ongoing training support. Train the team members as required.
- Ensure all staff management practices within the department comply with store policies on employment, attendance, health and safety, training, leave, discipline etc., such that all staff in the department know they are being treated consistently.
- Put in place initiatives to assist in the retention of staff and reduction of staff turnover as appropriate.
- Complete and document performance management discussions with all team members, ensuring that 30/60/90's and PPR's are completed on time; file notes or letters of concern are administered, and any ongoing performance issues are escalated to HR for appropriate action.
- In conjunction with Owner Operator and HR ensure succession plan is in place for all key roles within the department & ensure all staff are aware of development opportunities available to them.
- Guide all department members through identified training to achieve desired standards of performance.
- Support the employees in the department involved in specific programmes / courses e.g. Management Development.
- Manage holiday and lieu day levels to ensure liability is kept under control.
- Manage and grow leaders within the department to ensure all critical tasks are always completed to the expected standard.

COMPLIANCE

- Ensure merchandising and sales practices comply with the Fair Trading Act.
- Maintain food safety compliance in the department. Complete the Traceability forms as required.
- Have an understanding of health and safety management responsibilities relative to the position, including:
 - Ensuring all methods to identify and manage safety hazards are fully adhered to.
 - Ensuring regular safety inspections are carried out and that all accidents and incidents are reported and investigated by a trained investigator.
 - Ensuring the safety behaviour of all staff, especially new, inexperienced and temporary staff, as well as contractors are properly managed through effective supervision and training
 - Implementing and maintaining health and safety and food safety policies to agreed standards.
 - Ensuring appropriate safety equipment is available to all team members.

CULTURAL

- Develop and maintain team culture through open, honest, communication; providing both positive feedback and performance management in a timely manner.
- Drive team engagement with business initiatives including our engagement survey, rewards and recognition programme, and Christmas club days.
- Effectively act to resolve issues to satisfaction of customers and business through agreed company values.
- Support the development of the store's culture by working with the rest of the management team to support and deliver relevant programmes that maintain and build this uniqueness.
- Contribute to the overall effectiveness and efficiency of the store through input to the senior team and active participation and support of department and store wide initiatives
- Maintain a standard of discipline which reflects in high standards of behaviour and dress as required by the Foodstuffs format and Owner.

PERSON SPECIFICATION

PEOPLE FOCUS

LEADING AND SUPERVISING

- Provides clear & consistent direction
- Recruits and motivates the right people
- Invests in their people through training and development
- Sets and upholds standards (of product, service and behaviour)
- Role models the desired (positive) culture and behaviour ('fair yet firm')
- Acts with confidence, authority, integrity and empathy

WORKING WITH PEOPLE

- Self-aware, approachable and mindful of their impact on others
- Demonstrates an interest in, and understanding of people, behaving in a culturally sensitive manner
- Is outgoing and supportive; recognising and rewarding the contribution of others
- Actively builds a team spirit of openness and inclusiveness where staff feel able to offer ideas
- Listens, consults and communicates openly and proactively
- Adapts style to build and maintain relationships with multiple stakeholders (staff, suppliers, peers etc)

PERSUADING AND INFLUENCING

- Makes a strong, positive personal impression on others
- Gains clear agreement and commitment from others by persuading or negotiating
- Inspires and convinces others, giving them the confidence to do their jobs effectively
- Facilitates discussions to ensure all ideas are heard and to influence outcomes and actions
- Manages conflict openly, fairly and quickly
- Uses questioning and listening skills to understand issues and create solutions with others
- Is resilient; persuading others to keep trying new things even in the face of setbacks
- Accepts new ideas and initiatives, able to adapt to changing circumstances
- Shares knowledge and expertise

RESULTS FOCUS

PLANNING AND ORGANISING (TO DELIVER RESULTS THROUGH OTHERS)

- Clearly communicates the goals and objectives of the business
- Plans activities and projects well in advance, and takes into account possible changing circumstances
- Works in a systematic way; putting systems and processes in place to ensure compliance and consistent levels of service despite changes in staff or suppliers
- Delegates effectively; empowering people yet holding them accountable
- Coaches employees, providing clear, honest feedback on their performance
- Has effective time management; working on the business more than they work in the business

CUSTOMER FOCUS**MEETING CUSTOMER EXPECTATIONS**

- Brings everything back to the customer; identifying and focusing upon their needs & expectations
- Actively sets, monitors and maintains consistently high standards of customer service
- Continuously makes improvements for customers; seeking input from staff and customers to do so
- Creates an environment where customers want to shop
- Looks at, and responds to feedback from all sources
- Adopts a “service” mentality at all times regardless of their position or experience, genuinely enthusiastic about the difference service makes to the customer and success of the store

CO-OPERATIVE CULTURE**ADHERING TO PRINCIPLES AND VALUES**

- Personally upholds ethics, Foodstuffs and store Values and accepts nothing less from their team
- Consistently demonstrates honesty and integrity (in words, decisions and actions) in all of their dealings with customers, staff, suppliers and colleagues)
- Consistently, openly, and fairly addresses difficult issues (e.g. poor performance, conflict, theft)
- Follows due process on all issues of compliance
- Demonstrates a strong work ethic through their commitment to the organisation’s success, ownership of problems and self-discipline
- Leads by example in terms of Foodstuffs and store values, drive to succeed and positive outlook
- Challenges appropriately while respecting the position of others

‘CO-OPERATIVE’ SPIRIT

- Competitive externally rather than internally (and at the expense of the Co-operative)
- Uses the strength of the Co-operative; following co-operative guidelines and challenging themselves, their colleagues, and the organisation to do the right thing even if it does cost money
- Encourages individual and business contribution to the community
- Builds a wide and effective network of contacts that they use for support and sharing great ideas

SAP

- Is comfortable with computers
- Is methodical and able to follow logically through a process
- Has an ability to analyse and problem solve
- Is able to persevere with a task
- Has a high attention to detail
- Has an ability to balance time in front of the computer with day to day operations
- Understands which scenario to set up in the system when a deal has been completed (price change vs promotions) and what article that applies to
- Understands what the system offers and how it can benefit daily operations
- Understands the end to end flow and takes ownership of an order through to payment

QUALIFICATIONS AND EXPERIENCE**ESSENTIAL**

- Computer literate
- Retail experience to supervisory level or previous department management experience
- Physically fit and able to fulfil the requirements of the role.

DESIRED

- Unit standards 167, 168 and 497
- Delicatessen Retailing Level 2/3
- Good command of written / spoken English
- Good basic maths skills
- FMCG experience
- Food retail / Fresh food experience
- Delicatessen experience
- Clean driver’s licence

SIGNATURE

I have read and understood this Job Description:

Employee Signature

Date: