



# JOB DESCRIPTION

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| <b>POSITION TITLE</b>      | Grocery Manager   |
| <b>STORE</b>               | Te Awamutu  |
| <b>DATE</b>                | 30 April 2026   |
| <b>REPORTS TO</b>          | Floor Manager   |
| <b>PURPOSE OF POSITION</b> | To maximise sales and meet department targets whilst managing expenses and the department team. |
| <b>STORE VISION</b>        | Feeding the Waipa for less  |
| <b>STORE VALUES</b>        | Pride • Respect • Integrity • Co-operation • Enthusiasm   |

## REPORTING STRUCTURE



## RELATIONSHIPS

### INTERNAL

- Owner Operator
- Other Dept and Duty Managers
- Grocery Buyers Merchandise Team Members
- HR/Training/Compliance Manager
- Other store staff

### EXTERNAL

- Suppliers / Reps
- Merchandisers / Demonstrators
- Foodstuffs Specialists
- Other Foodstuffs Employees
- Customers

### COMMITTEES

- Store Management Team
- Health and Safety Committee

## AUTHORITIES (refer Delegated Authorities matrix)

Staff

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Finance

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Operations

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## ACCOUNTABILITIES

- OPERATIONAL**
- Enhance the reputation of the business by promoting and encouraging 'best practice' in the department
  - Effectively resolve all customer related enquiries and complaints. Minimise customer complaints received.
  - Reinforce and appropriately implement the businesses returns policy in all appropriate transactions.
  - Work collaboratively with other departments to share staff and other resources to achieve the best outcomes across the store – no silo mentality
  - Control wage costs appropriately.
  - Maintain 100% price integrity in the department.
  - Manage credits in a timely and tidy fashion to minimize waste and reduce loss.
  - 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. Also ensuring all appropriate signage is displayed correctly and that advertised product is displayed meaningfully.
    - Merchandising the department appropriately
- FINANCIAL**
- Ensure costs are kept within the parameters set out by Floor Manager and established by the Owner Operator.
  - 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 and in conjunction with / taking direction from the Floor Manager.
- STAFF MANAGEMENT**
- Oversee rosters set by the Floor Manager to ensure adequate staff levels at all times, keeping in line with wage percentage targets.
  - Ensure all team members receive an appropriate induction / orientation to the department and ongoing training support. Train 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., all staff in the department know they are being treated consistently.
  - Complete and document performance management discussions with all team members.
  - In conjunction with Floor Manager and HR / Trainer 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.
  - Manage Holiday and Lieu Day levels to ensure liability is kept under control.
- COMPLIANCE**
- Understand Food Safety and 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.
    - Completion of all Food Safety compliance relevant to the department including the use of Safe Food Pro.
- CULTURAL**
- 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.
  - Maintain a standard of discipline which reflects in high standards of behaviour, productivity and presentation required by the store and Foodstuffs.

## PERSON SPECIFICATION

**PEOPLE FOCUS****LEADING AND SUPERVISING**

- Provides clear & consistent direction
- Invests in 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
- 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**

- 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

**SAP**

- Is comfortable with using technology
- 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 manipulate data (sorting, filtering etc) to find the appropriate information from the system
- Understands what the system offers and how it can be used to benefit daily operations
- Is able to set the system up to do what it does well
- Understands the end to end flow and takes ownership of the 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 standard 497
- Good command of written / spoken English
- Good basic maths skills
- FMCG experience
- Food retail experience
- Clean driver's licence

## SIGNATURE

I have read and understood this Job Description:

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Employee Signature

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Date: