

Job Descriptions

JD-915

- A. Position. Floor Manager (Grace Harbor Provision Co)
- B. Essential Job Functions. Manages staff scheduling at GHPC. Oversees ordering and stocking of merchandise. Responsible for training associates on customer service and POS systems using the established orientation policy and procedure manual. Updates and modifies working policies and procedures as necessary in accomplishing the vision and goals of the store.
- C. Duties and Responsibilities
1. Direct supervision of sales associates in maintaining high standards of customer service in a clean (inside and out), well stocked, organized and aesthetically pleasing store including the daily monitoring of produce, meat and seafood and expiration dates on all products.
 2. Ensures associates are in proper, clean and pressed uniforms at all times.
 3. Assists associates in receiving, pricing and stocking merchandise.
 4. Establishes professional relationships with vendors while placing orders for weekly and non-weekly merchandise with overall direction and support from retail manager.
 5. Maintains proper lines of communication between sales associates, retail manager, facilities and operations.
 6. Maintains proper office supply levels for point of sale and all front of house related systems.
 7. Reports any deficiencies or maintenance issues and makes suggestions for improvements in procedures.
 8. Works with management in establishing and maintaining a productive, positive and supportive working environment for everyone.
 9. Manager on duty responsibilities as scheduled.
 10. Works flexible hours including holidays and weekends.
 11. Performs other duties as assigned.
- D. Reports To. Retail Manager
- E. Supervises. Retail associates, if any.
- F. This position is subject to overtime.