

JOB DESCRIPTION



Job Title
Reporting To

SUPERVISOR
Store Manager

Morrisons

Key Responsibilities

Key Elements

1. Follow direction from the management team to oversee the smooth running of the store
2. To address employee relation issues if they arise in the Store Managers absence, and deal promptly with any complaints in a professional manner
3. To help the Store Manager to train and develop all shop staff
4. To promote a positive company image at all times
5. To assist in the recruitment of new team members in line with company policies and procedures
6. To monitor and control staff rotas, ensuring there is always 4 weeks rolling rotas available to staff, this will need to be 6 weeks rolling over peak trade time and key events
7. To assist with monitoring performance targets for the shop and for all team members
8. To monitor stock levels and take action when necessary
9. To complete all administration and managerial tasks in a timely and accurately manner
10. To attend training and other meetings as required
11. To comply with company processes and procedures and recommend areas of continuous improvement
12. To create an environment that is fun, productive and inclusive for all team members
13. To always lead from the front
14. To be pro-active in expanding and promoting the Joules brand and making it personal to your stores location
15. To help with store events and take on a pro-active marketing role as and when necessary

Health and Safety

- Take reasonable care for the Health and Safety of yourself or other persons who may be affected by your act or omissions.
- Cooperate with the Company to comply with any Company safety rule and/or any duty or requirement imposed under legislation or relevant Codes of Practice.
- Maintain safe and clean conditions in your working area according to the Company's housekeeping standards.
- To bring to the attention of the Company's Safety Officer or Management any dangerous practices or potential risk as are observed.

Duties Explained

Manager

Signature

Date

Name

Employee

Signature

Date

Name

Signed copy to be placed in Personnel file