



Grocery Associate

Reports to: Assistant Store Manager, Store Manager

Job Type: Retail/Grocery

Location: Doylestown

Department: Grocery

Wage Information: Hourly

Full Benefits: Medical, Vision & Dental – 401k company matched

Job Description:

The Grocery Associate will be responsible for handling all Grocery responsibilities. You will be expected to be courteous to the customer, work with Management, departments and the kitchen team to provide a high level of customer service. It is expected that you will be punctual and conduct yourself at all times in a professional manner.

Duties and Responsibilities:

1. Ensures grocery department aisle are fully stocked, faced, and rotated, following established merchandising procedures.
2. Ensures that sales floor department shelves, display aisles, and storage areas are maintained in a clean, orderly condition, satisfying Health Department and store safety standards.
3. Ensures safety and quality of all grocery products by monitoring storage conditions, temperatures and shelf life; discounts short dated product.
4. Ensures that unsellable items are returned for credit or disposed of following Altomonte's procedures.
5. Keeps all supplies stocked and equipment in working order, communicates maintenance needs to the Store Manager.
6. Assist with resets as needed.
7. Communicates supplier issues and shelf/product needs to the Store Manager.
8. Assist with the design and implementation of procedures for ordering, receiving, inventory tracking and back room organization.
9. Receives orders, or ensures proper receiving in accordance with established credit from suppliers where applicable; maintains accurate accounting of credit request.
10. Reviews invoices for accuracy.
11. Other related duties assigned.

