



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Department Manager
Job: Bakery Manager

Job Code: 2040
Non-Exempt

Department: Bakery
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To effectively direct and supervise all functions and activities of the Bakery Department and its Associates to achieve the Department's goals (i.e. sales, profit, Customer Experience, and Associate Engagement) in accordance with our Purpose and Service Priorities under the direction of the General Store Manager.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to perform basic computer functions.
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 60 lbs.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to work in varying temperatures.
- Ability to tolerate dust and cleaning agents during routine housekeeping duties.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.
- Ability to engage and lead Associates to achieve department goals.

Essential Job Functions:

Performance of the essential functions of this position requires the Associate to possess the minimum qualifications listed above and to perform these functions in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency). These essential functions include, but are not limited to, the following:

Safety (Food Safety & Compliance)

- Perform all duties in accordance with all Company policies and programs, and all Local, State, and Federal laws and regulations, including all environmental, health, safety and security policies, programs, laws and regulations.
- Perform all duties in accordance with HACCP and Food Handling procedures.
- Perform all duties in accordance with the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Maintain a clean, neat, organized and safe work environment in accordance with Department QA standards.
- Clearly communicate and consistently enforce department and Company safety policies and procedures.
- Observe all safety regulations when operating equipment and utilize Personal Protective Equipment.
- Supervise the proper use of all equipment by Associates, including Personal Protective Equipment.
- Understand and adhere to all procedures in emergency situations.
- Use and maintain equipment in good working order; immediately advise Store Management of any maintenance or equipment problems.

- Ensure that Associates operating power equipment (balers, hi-lo's, power jacks, slicing machines, etc.) are 18 years of age or older.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs., and that occasionally weights up to 60 lbs.
- Unload trucks and transport merchandise to Bakery Department that weights 25 lbs., and that occasionally weights 60 lbs.
- Maintain all temperature logs and production sheets.
- Set up and maintains a proper cleaning maintenance schedule of entire department.
- Successfully complete training to receive and maintain a Company recognized Food Safety Certification.

Friendliness (Customer Experience & Associate Engagement)

- Greet all Customers and provide them with prompt, courteous service and assistance.
- Promote the sale of any current charitable promotions to Customers (i.e. Partners in Caring, Check Out Hunger).
- Assist with the onboarding of new department Associates, including interviewing, selection and training, in accordance with Company policies and procedures and all Local, State, and Federal labor laws and regulations.
- Provide continual training, developmental action planning, and meaningful feedback on job performance to Associates.
- Maintain an open line of communication and work cooperatively with all business partners.
- Lead Associates to work cooperatively while encouraging enthusiasm, loyalty, and creativity.
- Sample new items and seasonal favorites to stimulate Customer interest and demand.
- Encourage and recognize Associates to provide a positive Customer Experience.

Presentation (Personal & Department Conditions)

- Portray a professional appearance and be a positive role model for all Associates in the department in accordance with the Company Dress Code Policy.
- Ensure Unit Price Labels (tags) for all items are maintained and are current.
- Monitor Bakery storage area for cleanliness, neatness and preparation for next shift (i.e. making bale, reclamation, plastic, pallets).
- Ensure all merchandise is fully stocked and rotated in display cases, shelves and other applicable displays according to tag allocation and department standards.
- Ensure all product is blocked and faced in accordance with Company policy or as assigned.
- Ensure that featured sale merchandise is signed in accordance with Company and regulatory standards.

Efficiency (Department Operations & Regulatory Compliance)

- Understand and utilize all required applications and current technology as relates to Bakery Operations.
- Verify accuracy of invoices to actual product received.
- Ensure all reports and records are accurate, complete and retained in accordance with Company policy.
- Ensure the quality of all product received and secure properly in appropriate storage areas.
- Ensure the accuracy of item pricing, item locator and shelf allocation.
- Ensure reclamation or return-to-stock product procedures are followed in accordance with Company policy.
- Ensure in-store pricing procedures and in-store transfers are followed in accordance with Company policy.
- Understand and adhere to Local, State and Federal regulations as relates to Bakery Operations.
- Understand the impact of department financials and how to adjust department operations to ensure goals are achieved.
- Understand and adhere to Company shrink guidelines as relates to Bakery Operations.
- Clearly communicate and consistently enforce department and Company policies and procedures.
- Maintain proper staffing to meet projected sales and Customer Experience needs.
- Complete all applicable department training programs.
- Maintain punctual and regular attendance and work overtime as assigned.
- Perform all duties in accordance with all Local, State, and Federal Department of Labor Minor Regulations for any Associates under 18 years of age.
- Assist as needed in preparation of food products, catering, and special orders.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Clerk **Job Code:** 2320
Job: Cashier
Department: Front-End
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To deliver a great customer experience while providing our customers with accurate, friendly and efficient checkout service; to accurately scan, price and bag products; to collect proper payment; and to provide proper change if necessary.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 50 lbs.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate dust and cleaning agents during routine housekeeping duties.
- Ability to work in varying temperatures.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.

Essential Job Functions:

Performance of the essential functions of this position require the Associate to possess the minimum qualifications listed above. These functions include, but are not limited to, the following:

- Maintain a clean, neat, organized and safe work environment.
- Clean and sanitize all work surfaces, utensils and equipment in accordance with Department of Sanitation and QA standards.
- Keep floor clear of debris and spills.
- Perform all duties in accordance with Local, State and Federal regulations as they pertain to the Front-End operation.
- Perform all duties in accordance with Company rules, policies, safety requirements, and security standards, and all Local, State and Federal health and civil code regulations.
- Dress and groom according to Company policy, including uniform, name badge and hat or hair restraint requirements.
- Perform duties in accordance with QA hand washing standards and use disposable gloves when handling unpackaged foods.
- Greet all Customers and provide them with prompt, courteous service and assistance.
- Understand operation of cash register and follow all cash handling procedures.
- Accurately identify and scan product under correct department (when necessary).
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs. and that occasionally weights up to 50 lbs.
- Check prices, and be knowledgeable about location of items in store.
- Accurately and quickly collect proper payment and provide proper change.
- Process all forms of payments (i.e., cash, credit, checks, EBT, WIC, Rain checks, coupons, vouchers, gift cards, etc) in accordance with Company guidelines.

- Promote for sale any current charitable promotions to Customers.
- Properly bag customer's orders safely and efficiently.
- Handle damaged or return-to-stock products according to Company policy, with priority attention given to refrigerated, perishable items, and sell by date.
- Recognize and be knowledgeable about various types of products carried in the store, including produce items.
- Stand at register station for duration of scheduled shift, which may exceed 8 hours per day.
- Understand and adhere to Company shrink guidelines as relates to Front-End operations.
- Perform duties in accordance with the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Complete all applicable department training programs.
- Perform all duties in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency).
- Maintain punctual and regular attendance.
- Work overtime as assigned.
- Work cooperatively with others.
- Must be 18 years or older to operate balers, hi-lo's, power jacks, and slicing machines.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Clerk **Job Code: 2140**
Job: Appy/Deli Clerk
Department: Appy/Deli
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To deliver a great customer experience while assisting the Appy/Deli Manager in the daily operation in the Appy/Deli Department; to maintain a neat, clean and visually appealing department and to perform other tasks as required in an efficient and safe manner, within Company policy.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math.
- Ability to operate equipment as require by department (i.e. slicer, scale, can-opener, wrapping machine, rotisserie, fryolator, cheese grater/cutter, case cutter and stove/oven).
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 50 lbs.
- Ability to work in varying temperatures.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate dust and cleaning agents during routine housekeeping duties.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.

Essential Job Functions:

Performance of the essential functions of this position require the Associate to possess the minimum qualifications listed above. These functions include, but are not limited to, the following:

- Use a slicing machine and related equipment.
- Replenish Appy/Deli product.
- Prepare Appy/Deli product for sale.
- Follow approved procedures for receiving, code dating, preparing, storing, and price marking, arranging, and restocking products to ensure quality, accuracy and product rotation and protection.
- Handle damaged and spoiled products according to Company policy and assist in controlling the level of damaged goods.
- Keep manager or other designated Associates informed of low inventory conditions or spoilage problems.
- Keep salad bowls and other displays stocked and properly turned and faced at all times in accordance with department standards.
- Check refrigeration equipment for proper performance regularly; report any failure immediately.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Maintain a clean, neat, organized and safe work environment.
- Unload trucks and transport merchandise to Appy/Deli Department that weights 25 lbs., and that occasionally weights up to 50 lbs.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs., and that occasionally weights 50 lbs.
- Understand and adhere to Company shrink guidelines as relates to Appy/Deli Department operations.

- Operate equipment with all safeguards in place and in good operating condition.
- Observe safe methods of performing all duties.
- Clean and sanitize all work surfaces, utensils and equipment in accordance with Department of Sanitation and QA standards.
- Keep floor clear of debris and spills.
- Check product received against invoice.
- Order product as instructed by the Department Manager.
- Remove trash to designated area.
- Remove cardboard to baler area and operates baler.
- Complete price changes as directed by Department Manager.
- Displays product in an attractive, appealing, and colorful manner.
- Check prices and be knowledgeable about location of items in the store.
- Promote for sale any current charitable promotions to Customers.
- Stand at work station for duration of scheduled shift, which may exceed 8 hours per day.
- Be knowledgeable in and able to differentiate between all of the various types of merchandise including taste, preparation method or use, and price differences between varieties of similar classes of products.
- Monitor inventory of cleaning supplies and sanitizing chemicals; inform manager when supply levels are low in accordance with established guidelines.
- Perform all duties in accordance with Local, State and Federal regulations as they pertain to the Appy/Deli operations.
- Perform all duties in accordance with Company rules, policies, safety requirements, and security standards and all Local, State and Federal health and civil code regulations.
- Dress and groom according to Company policy including uniform, name badge, and hat or hair restraint requirements.
- Perform duties in accordance with QA hand washing standards and use disposable gloves when handling food.
- Perform duties in accordance with the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Complete all applicable department training programs.
- Perform all duties in accordance ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency).
- Maintain punctual and regular attendance.
- Work overtime as assigned.
- Work cooperatively with others.
- Must be 18 years or older to operate balers, hi-lo's, power jacks, and slicing machines.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Department Manager
Job: Appy/Deli Manager

Job Code: 2040
Non-Exempt

Department: Appy/Deli
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To effectively direct and supervise all functions and activities of the Appy/Deli Department and its Associates to achieve the Department's goals (i.e. sales, profit, Customer Experience, and Associate Engagement) in accordance with our Purpose and Service Priorities under the direction of the General Store Manager.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to perform basic computer functions.
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 60 lbs.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to work in varying temperatures.
- Ability to tolerate dust and cleaning agents during routine housekeeping duties.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.
- Ability to engage and lead Associates to achieve department goals.

Essential Job Functions:

Performance of the essential functions of this position requires the Associate to possess the minimum qualifications listed above and to perform these functions in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency). These essential functions include, but are not limited to, the following:

Safety (Food Safety & Compliance)

- Perform all duties in accordance with all Company policies and programs, and all Local, State, and Federal laws and regulations, including all environmental, health, safety and security policies, programs, laws and regulations.
- Perform all duties in accordance with HACCP and Food Handling procedures.
- Perform all duties in accordance with the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Maintain a clean, neat, organized and safe work environment in accordance with Department QA standards.
- Clearly communicate and consistently enforce department and Company safety policies and procedures.
- Observe all safety regulations when operating equipment and utilize Personal Protective Equipment.
- Supervise the proper use of all equipment by Associates, including Personal Protective Equipment.
- Understand and adhere to all procedures in emergency situations.
- Use and maintain equipment in good working order; immediately advise Store Management of any maintenance or equipment problems.

- Ensure that Associates operating power equipment (balers, hi-lo's, power jacks, slicing machines, etc.) are 18 years of age or older.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs., and that occasionally weights up to 60 lbs.
- Unload trucks and transport merchandise to Appy/Deli Department that weights 25 lbs., and that occasionally weights 60 lbs.
- Maintain all temperature logs and production sheets.
- Set up and maintains a proper cleaning maintenance schedule of entire department.
- Successfully complete training to receive and maintain a Company recognized Food Safety Certification.

Friendliness (Customer Experience & Associate Engagement)

- Greet all Customers and provide them with prompt, courteous service and assistance.
- Promote the sale of any current charitable promotions to Customers (i.e. Partners in Caring, Check Out Hunger).
- Assist with the onboarding of new department Associates, including interviewing, selection and training, in accordance with Company policies and procedures and all Local, State, and Federal labor laws and regulations.
- Provide continual training, developmental action planning, and meaningful feedback on job performance to Associates.
- Maintain an open line of communication and work cooperatively with all business partners.
- Lead Associates to work cooperatively while encouraging enthusiasm, loyalty, and creativity.
- Sample new items and seasonal favorites to stimulate Customer interest and demand.
- Encourage and recognize Associates to provide a positive Customer Experience.

Presentation (Personal & Department Conditions)

- Portray a professional appearance and be a positive role model for all Associates in the department in accordance with the Company Dress Code Policy.
- Ensure Unit Price Labels (tags) for all items are maintained and are current.
- Monitor Appy/Deli storage area for cleanliness, neatness and preparation for next shift (i.e. making bale, reclamation, plastic, pallets).
- Ensure all merchandise is fully stocked and rotated in display cases, shelves and other applicable displays according to tag allocation and department standards.
- Ensure all product is blocked and faced in accordance with Company policy or as assigned.
- Ensure that featured sale merchandise is signed in accordance with Company and regulatory standards.

Efficiency (Department Operations & Regulatory Compliance)

- Understand and utilize all required applications and current technology as relates to Appy/Deli Operations.
- Verify accuracy of invoices to actual product received.
- Ensure all reports and records are accurate, complete and retained in accordance with Company policy.
- Ensure the quality of all product received and secure properly in appropriate storage areas.
- Ensure the accuracy of item pricing, item locator and shelf allocation.
- Ensure reclamation or return-to-stock product procedures are followed in accordance with Company policy.
- Ensure in-store pricing procedures and in-store transfers are followed in accordance with Company policy.
- Understand and adhere to Local, State and Federal regulations as relates to Appy/Deli Operations.
- Understand the impact of department financials and how to adjust department operations to ensure goals are achieved.
- Understand and adhere to Company shrink guidelines as relates to Appy/Deli Operations.
- Clearly communicate and consistently enforce department and Company policies and procedures.
- Maintain proper staffing to meet projected sales and Customer Experience needs.
- Complete all applicable department training programs.
- Maintain punctual and regular attendance and work overtime as assigned.
- Perform all duties in accordance with all Local, State, and Federal Department of Labor Minor Regulations for any Associates under 18 years of age.
- Assist as needed in preparation of food products, catering, and special orders.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Clerk **Job Code: 2980**
Job: Driver – **MUST BE OVER 21**
Department: Front-End
Supervised by: Store Manager, Assistant Store Manager, Shop From Home Supervisor, Pharmacist in Charge, Catering Coordinator

Job Summary:

To deliver a great customer experience while providing our Customers with timely, accurate, friendly and efficient transport services with the delivery of perishable and nonperishable products to their destination, utilizing a Company-owned vehicle; to bring groceries into the facility, present the bill, and collect payment. Additional responsibilities may include inter-Company deliveries between our stores and/or our corporate office, as deemed necessary.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Possess valid State Driver's license and have driving record free of infractions.
- Ability to drive continuously throughout scheduled shift
- Ability to operate a GPS and organize deliveries efficiently.
- Ability to deal with confidential information and maintain organization.
- Ability to meet deadlines on a timely basis.
- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to make change with all denominations of American currency.
- Ability to perform basic math skills.
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 50 lbs.
- Ability to work in varying temperatures.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate dust and chemical agents during routine housekeeping duties.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.

Essential Job Functions:

Performance of the essential functions of this position require the Associate to possess the minimum qualifications listed above. These functions include, but are not limited to, the following:

- Greet all Customers and provide them with prompt, courteous service and assistance.
- Maintain good communications with Associates and Management throughout the organization.
- Perform other projects/assignments as designated by the Store Management as directed.
- Maintain valid documentation for use of vehicle (i.e. license, registration, insurance).
- Utilize vehicle for authorized Company business only.
- Maintain a clean, safe and organized vehicle, adhering to and following automotive service recommendations on a regular basis.
- Ensure complete order is loaded for delivery and safely secured in vehicle.
- Obey all traffic regulations and report any traffic incidents.
- Make timely and efficient deliveries.
- Ensure all payments are made in full, may use hand held electronic payment device.

- Exhibit the utmost professionalism and confidentiality when dealing with patients and their health information.
- Must complete the HIPAA Privacy and Security training modules.
- Maintain a clean, neat, organized and safe work environment.
- Clean and sanitize all work surfaces, utensils and equipment in accordance with Department Sanitation and QA standards.
- Keep floor clear of debris and spills.
- Perform duties in accordance with the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs., and that occasionally weights up to 50 lbs.
- Stand at work station for duration of scheduled shift, which may exceed 8 hours per day.
- Check prices and be knowledgeable about location of items in the store.
- Promote for sale any current charitable promotions to Customers.
- Understand and adhere to Company shrink guidelines as relates to Front-End operations.
- Perform all duties in accordance with Local, State and Federal regulations as they pertain to the Front-End operation.
- Perform all duties in accordance with Company rules, policies, safety requirements, and security standards and all Local, State and Federal health and civil code regulations.
- Complete all applicable department training programs.
- Perform all duties in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency).
- Maintain punctual and regular attendance.
- Work overtime as assigned.
- Work cooperatively with others.
- Must be 18 years or older to operate balers, hi-lo's, power jacks, and slicing machines.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Department Manager
Job: Frozen Manager

Job Code: 2040
Non-Exempt

Department: Frozen
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To effectively direct and supervise all functions and activities of the Frozen Department and its Associates to achieve the Department's goals (i.e. sales, profit, Customer Experience, and Associate Engagement) in accordance with our Purpose and Service Priorities under the direction of the General Store Manager.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to perform basic computer functions.
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 60 lbs.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to work in varying temperatures.
- Ability to tolerate dust and cleaning agents during routine housekeeping duties.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.
- Ability to engage and lead Associates to achieve department goals.

Essential Job Functions:

Performance of the essential functions of this position requires the Associate to possess the minimum qualifications listed above and to perform these functions in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency). These essential functions include, but are not limited to, the following:

Safety (Food Safety & Compliance)

- Perform all duties in accordance with all Company policies and programs, and all Local, State, and Federal laws and regulations, including all environmental, health, safety and security policies, programs, laws and regulations.
- Perform all duties in accordance with the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Maintain a clean, neat, organized and safe work environment in accordance with Department QA standards.
- Clearly communicate and consistently enforce department and Company safety policies and procedures.
- Observe all safety regulations when operating equipment and utilize Personal Protective Equipment.
- Supervise the proper use of all equipment by Associates, including Personal Protective Equipment.
- Understand and adhere to all procedures in emergency situations.
- Use and maintain equipment in good working order; immediately advise Store Management of any maintenance or equipment problems.

- Ensure that Associates operating power equipment (balers, hi-lo's, power jacks, slicing machines, etc.) are 18 years of age or older.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs., and that occasionally weights up to 60 lbs.
- Unload trucks and transport merchandise to Frozen Department that weights 25 lbs., and that occasionally weights 60 lbs.
- Set up and maintain a proper cleaning maintenance schedule of entire department.

Friendliness (Customer Experience & Associate Engagement)

- Greet all Customers and provide them with prompt, courteous service and assistance.
- Promote the sale of any current charitable promotions to Customers (i.e. Partners in Caring, Check Out Hunger).
- Assist with the onboarding of new department Associates, including interviewing, selection and training, in accordance with Company policies and procedures and all Local, State, and Federal labor laws and regulations.
- Provide continual training, developmental action planning, and meaningful feedback on job performance to Associates.
- Maintain an open line of communication and work cooperatively with all business partners.
- Lead Associates to work cooperatively while encouraging enthusiasm, loyalty, and creativity.
- Encourage and recognize Associates to provide a positive Customer Experience.

Presentation (Personal & Department Conditions)

- Portray a professional appearance and be a positive role model for all Associates in the department in accordance with the Company Dress Code Policy.
- Ensure Unit Price Labels (tags) for all items are maintained and are current.
- Monitor Frozen storage area for cleanliness, neatness and preparation for next shift (i.e. making bale, reclamation, plastic, pallets).
- Ensure all merchandise is fully stocked and rotated in display cases, shelves and other applicable displays according to tag allocation and department standards.
- Ensure all product is blocked and faced in accordance with Company policy or as assigned.
- Ensure that featured sale merchandise is signed in accordance with Company and regulatory standards.

Efficiency (Department Operations & Regulatory Compliance)

- Understand and utilize all required applications and current technology as relates to Frozen Operations.
- Verify accuracy of invoices to actual product received.
- Ensure all reports and records are accurate, complete and retained in accordance with Company policy.
- Ensure the quality of all product received and secure properly in appropriate storage areas.
- Ensure the accuracy of item pricing, item locator and shelf allocation.
- Ensure reclamation or return-to-stock product procedures are followed in accordance with Company policy.
- Ensure in-store pricing procedures and in-store transfers are followed in accordance with Company policy.
- Understand and adhere to Local, State and Federal regulations as relates to Frozen Operations.
- Understand the impact of department financials and how to adjust department operations to ensure goals are achieved.
- Understand and adhere to Company shrink guidelines as relates to Frozen Operations.
- Clearly communicate and consistently enforce department and Company policies and procedures.
- Maintain proper staffing to meet projected sales and Customer Experience needs.
- Complete all applicable department training programs.
- Maintain punctual and regular attendance and work overtime as assigned.
- Perform all duties in accordance with all Local, State, and Federal Department of Labor Minor Regulations for any Associates under 18 years of age.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Clerk Job Code: 2140
Job: Grocery Clerk
Department: Grocery
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To deliver a great customer experience while pricing, stocking and rotating merchandise in the Grocery Department; to maintain a neat, clean and visually appealing department and to perform other tasks as required in an efficient and safe manner, within Company policy.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 60 lbs.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate dust and cleaning agents during routine housekeeping duties.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.

Essential Job Functions:

Performance of the essential functions of this position require the Associate to possess the minimum qualifications listed above. These functions include, but are not limited to, the following:

- Maintain a clean, neat, organized and safe work environment.
- Clean and sanitize all work surfaces, utensils and equipment in accordance with Department of Sanitation and QA standards.
- Keep floor clear of debris and spills.
- Greet all Customers and provide them with prompt, courteous service and assistance.
- Observe all safety regulations when operating equipment.
- Maintain Unit Price Labels (tags) for all items, doing price changes as required.
- Check prices and be knowledgeable about locations of items in store.
- Promote for sale any current charitable promotions to Customers.
- Keep shelves and displays fully stocked and faced at all times.
- Follow all safety procedures relating to opening cartons and proper rotation of product.
- Monitor Grocery storage area for cleanliness, neatness and preparing for next shift (i.e. making bale, reclamation, plastic, pallets).
- Handle damaged or return-to-stock products according to Company policy, with priority attention given to refrigerated, perishable items, and sell by date.
- Utilize CGO to maintain and order merchandise to keep product in stock, including using handheld terminal.
- Use and maintain equipment in good working order; immediately advise Department Manager or Store Management of any maintenance or equipment problems.

- Maintain department sanitation and QA standards, including sweeping, mopping, removing cardboard as needed.
- Operate a baler or compactor.
- Be knowledgeable in the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Fully stock and rotate all merchandise in cases, shelves and other applicable displays according to tag allocation and department standards.
- Unload and secure received product in appropriate storage areas using power or hand jack, carts, U-boats or bossies as needed.
- Block and face all products in accordance to Company policy or as assigned.
- Understand and adhere to Company shrink guidelines as relates to Grocery Operations.
- Ensure that featured sale merchandise is attractively signed to stimulate sales.
- Accurately record markups and markdowns, in-store use of merchandise, and bad merchandise/spoilage write offs in accordance with Company policies.
- Assist Department Manager as needed.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Perform all duties in accordance with Local, State and Federal regulations as they pertain to the Grocery Operations.
- Perform all duties in accordance with Company rules, policies, safety requirements, and security standards and all Local, State and Federal health and civil code regulations.
- Dress and groom according to Company policy including uniform, name badge and hat or hair restraint requirements.
- Perform duties in accordance with QA hand washing standards and use disposable gloves when handling food.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs., and occasionally lift up to 60 lbs.
- Unload trucks and transport merchandise to Grocery Department that weights 25 lbs., and that occasionally weights 60 lbs.
- Complete all applicable department training programs.
- Perform duties in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency).
- Stand in Grocery Department for duration of scheduled shift, which may exceed 8 hours per day.
- Maintain punctual and regular attendance.
- Work overtime as assigned.
- Work cooperatively with others.
- Must be 18 years or older to operate balers, hi-lo's, power jacks, and slicing machines.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Department Manager
Job: Night Crew Chief

Job Code: 2460
Non-Exempt

Department: Night Crew
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To effectively direct and supervise all functions and activities of the Night Crew Department and its Associates to achieve the Department's goals (i.e. sales, profit, Customer Experience, and Associate Engagement) in accordance with our Purpose and Service Priorities under the direction of the General Store Manager.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to perform basic computer functions.
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 60 lbs.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to work in varying temperatures.
- Ability to tolerate dust and cleaning agents during routine housekeeping duties.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.
- Ability to engage and lead Associates to achieve department goals.

Essential Job Functions:

Performance of the essential functions of this position requires the Associate to possess the minimum qualifications listed above and to perform these functions in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency). These essential functions include, but are not limited to, the following:

Safety (Food Safety & Compliance)

- Perform all duties in accordance with all Company policies and programs, and all Local, State, and Federal laws and regulations, including all environmental, health, safety and security policies, programs, laws and regulations.
- Perform all duties in accordance with the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Maintain a clean, neat, organized and safe work environment in accordance with Department QA standards.
- Clearly communicate and consistently enforce department and Company safety policies and procedures.
- Observe all safety regulations when operating equipment and utilize Personal Protective Equipment.
- Supervise the proper use of all equipment by Associates, including Personal Protective Equipment.
- Understand and adhere to all procedures in emergency situations.
- Use and maintain equipment in good working order; immediately advise Store Management of any maintenance or equipment problems.

- Ensure that Associates operating power equipment (balers, hi-lo's, power jacks, slicing machines, etc.) are 18 years of age or older.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs., and that occasionally weights up to 60 lbs.
- Unload trucks and transport merchandise to Night Crew Department that weights 25 lbs., and that occasionally weights 60 lbs.
- Set up and maintain a proper cleaning maintenance schedule of entire department.

Friendliness (Customer Experience & Associate Engagement)

- Greet all Customers and provide them with prompt, courteous service and assistance.
- Promote the sale of any current charitable promotions to Customers (i.e. Partners in Caring, Check Out Hunger).
- Assist with the onboarding of new department Associates, including interviewing, selection and training, in accordance with Company policies and procedures and all Local, State, and Federal labor laws and regulations.
- Provide continual training, developmental action planning, and meaningful feedback on job performance to Associates.
- Maintain an open line of communication and work cooperatively with all business partners.
- Lead Associates to work cooperatively while encouraging enthusiasm, loyalty, and creativity.
- Encourage and recognize Associates to provide a positive Customer Experience.

Presentation (Personal & Department Conditions)

- Portray a professional appearance and be a positive role model for all Associates in the department in accordance with the Company Dress Code Policy.
- Ensure Unit Price Labels (tags) for all items are maintained and are current.
- Monitor Night Crew storage area for cleanliness, neatness and preparation for next shift (i.e. making bale, reclamation, plastic, pallets).
- Ensure all merchandise is fully stocked and rotated in display cases, shelves and other applicable displays according to tag allocation and department standards.
- Ensure all product is blocked and faced in accordance with Company policy or as assigned.
- Ensure that featured sale merchandise is signed in accordance with Company and regulatory standards.

Efficiency (Department Operations & Regulatory Compliance)

- Understand and utilize all required applications and current technology as relates to Night Crew Operations.
- Verify accuracy of invoices to actual product received.
- Ensure all reports and records are accurate, complete and retained in accordance with Company policy.
- Ensure the quality of all product received and secure properly in appropriate storage areas.
- Ensure the accuracy of item pricing, item locator and shelf allocation.
- Ensure reclamation or return-to-stock product procedures are followed in accordance with Company policy.
- Ensure in-store pricing procedures and in-store transfers are followed in accordance with Company policy.
- Understand and adhere to Local, State and Federal regulations as relates to Night Crew Operations.
- Understand the impact of department financials and how to adjust department operations to ensure goals are achieved.
- Understand and adhere to Company shrink guidelines as relates to Night Crew Operations.
- Clearly communicate and consistently enforce department and Company policies and procedures.
- Maintain proper staffing to meet projected sales and Customer Experience needs.
- Complete all applicable department training programs.
- Maintain punctual and regular attendance and work overtime as assigned.
- Perform all duties in accordance with all Local, State, and Federal Department of Labor Minor Regulations for any Associates under 18 years of age.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Clerk **Job Code: 2290**
Job: Night Crew Clerk
Department: Grocery
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To deliver a great customer experience while safely and efficiently unloading and processing the delivery in the Grocery Department; to maintain a neat, clean and visually appealing department and to perform other tasks as required in an efficient and safe manner, within policy.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 50 lbs.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate dust and chemical agents during routine housekeeping duties.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.

Essential Job Functions:

Performance of the essential functions of this position require the Associate to possess the minimum qualifications listed above. These functions include, but are not limited to, the following:

- Follow approved procedures for receiving, code dating, preparing, storing, price marking, arranging, and restocking products to ensure quality, accuracy and product rotation and protection.
- Unload and secure received product in appropriate storage areas using power or hand jack, carts, U-boats or bossies as needed.
- Block and face all products in accordance to Company policy or as assigned. Ensure that featured sale merchandise is attractively signed to stimulate sales. Handle all product not worked to the shelf according to department standards.
- Utilize CGO to maintain and order merchandise to keep product in stock, including using handheld terminal.
- Maintain a clean, neat, organized and safe work environment.
- Maintain Department sanitation and QA standards, including sweeping, mopping, removing cardboard and refuse as needed,
- Operate a baler or compactor.
- Perform all duties in accordance with Local, State and Federal regulations as they pertain to the Night Crew operation.
- Perform all duties in accordance with Company rules, policies, safety requirements, and security standards and all Local, State and Federal health and civil code regulations.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs., and that occasionally weights up to 50 lbs.
- Unload trucks and transport merchandise to Grocery Department that weights 25 lbs., and that occasionally weights 50 lbs.

- Stand in designated work area for duration of scheduled shift, which may exceed 8 hours per day.
- Check prices and be knowledgeable about location of items in the store.
- Understand and adhere to Company shrink guidelines as relates to departmental operations.
- Follow Company procedure for reclamation, disposal of cardboard, and plastic.
- Maintain communication within the Department and Company.
- Assist Department Manager as needed.
- Dress and groom according to Company policy including uniform, name badge, and hat or hair restraint requirements.
- Perform duties in accordance with QA hand washing standards and use disposable gloves when handling food.
- Greet all Customers and provide them with prompt, courteous service and assistance.
- Observe all safety regulations when operating equipment.
- Handle damaged or return-to-stock products according to Company policy, with priority attention given to refrigerated, perishable items, and sell by date.
- Check refrigeration equipment for proper performance regularly; report any failure immediately (where applicable).
- Be knowledgeable in the various types of products carried in the store.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Complete all applicable department training programs.
- Perform all duties in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency).
- Maintain punctual and regular attendance.
- Work overtime as assigned.
- Work cooperatively with others.
- Must be 18 years or older to operate balers, hi-lo's, power jacks, and slicing machines.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Clerk **Job Code: 2140**
Job: Non-Foods Clerk
Department: Non-Foods
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To deliver a great customer experience while pricing, stocking, and rotating of merchandise in the Non-Foods Department, to communicate with and courteously assist customers with the selection and purchase of Non-Foods items; to maintain a neat, clean, and visually appealing department and to perform other tasks as required in an efficient and safe manner, within Company policy.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform mathematical functions.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to stand, bend, twist, reach, push, pull, climb and regularly lift 25 lbs., and occasionally lift 50 lbs.
- Ability to work in varying temperatures.
- Ability to work with fresh, dried, and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate dust and cleaning agents during routine housekeeping duties.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.

Essential Job Functions:

Performance of the essential functions of this position require the Associate to possess the minimum qualifications listed above. These functions include, but are not limited to, the following:

- Greet all Customers and provide them with prompt and courteous service or assistance.
- Follow approved procedures for receiving product, price marking, storing and restocking, to ensure quality accuracy, and product rotation and protection.
- Assist in ordering and maintaining inventory levels and keep manager informed of low inventory conditions.
- Handle damaged products according to Company policy and assist in controlling the level of damaged goods.
- Maintain a clean, neat, organized, and safe environment.
- Maintain Department sanitation and QA standards, including sweeping, mopping, removing cardboard as needed.
- Operate baler and compactor.
- Clean and sanitize all work surfaces, utensils, and equipment in accordance with Department of Sanitation and QA standards.
- Keep floor clear of debris and spills.
- Perform all duties in accordance with Local, State and Federal regulations pertaining to the Non-Foods operation.
- Perform all duties in accordance with Company rules, policies, safety requirements, and security standards and all Local, State and Federal health and civil code regulations.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs. and that occasionally weights up to 50 lbs.

- Unload trucks and transport merchandise to Non-Foods Department that weights 25 lbs., and that occasionally weights 50 lbs.
- Stand in designated work area for duration of scheduled shift, which may exceed 8 hours per day.
- Check prices and be knowledgeable about location of items in the store.
- Promote for sale any current charitable promotions to Customers.
- Understand and adhere to Company shrink guidelines as relates to departmental operations.
- Dress and groom according to Company policy including uniform, name badge, and hat or hair restraint requirements.
- Perform duties in accordance with QA hand washing standards and use disposable gloves when handling food.
- Utilize and maintain equipment as required by department; report any equipment problems immediately.
- Perform duties in accordance with in the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Assist Customers in retrieving items from inaccessible areas or in obtaining products that are either located in warehouses or that they may have difficulty in handling.
- Be knowledgeable in and able to differentiate between all of the various types of merchandise.
- Keep store shelves and other displays fully stocked, signed, and faced at all times according to tag allocation and department standards.
- Complete all applicable department training programs.
- Perform all duties in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency).
- Maintain punctual and regular attendance.
- Work overtime as assigned.
- Work cooperatively with others.
- Must be 18 years or older to operate balers, hi-lo's, power jacks, and slicing machines.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Department Manager
Job: Produce Manager

Job Code: 2040
Non-Exempt

Department: Produce
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To effectively direct and supervise all functions and activities of the Produce Department and its Associates to achieve the Department's goals (i.e. sales, profit, Customer Experience, and Associate Engagement) in accordance with our Purpose and Service Priorities under the direction of the General Store Manager.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to perform basic computer functions.
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 60 lbs.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to work in varying temperatures.
- Ability to tolerate dust and cleaning agents during routine housekeeping duties.
- Ability to climb a ladder to retrieve items from overhead racking and storage areas.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.
- Ability to engage and lead Associates to achieve department goals.

Essential Job Functions:

Performance of the essential functions of this position requires the Associate to possess the minimum qualifications listed above and to perform these functions in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency). These essential functions include, but are not limited to, the following:

Safety (Food Safety & Compliance)

- Perform all duties in accordance with all Company policies and programs, and all Local, State, and Federal laws and regulations, including all environmental, health, safety and security policies, programs, laws and regulations.
- Perform all duties in accordance with HACCP and Food Handling procedures.
- Perform all duties in accordance with the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Maintain a clean, neat, organized and safe work environment in accordance with Department QA standards.
- Clearly communicate and consistently enforce department and Company safety policies and procedures.
- Observe all safety regulations when operating equipment and utilize Personal Protective Equipment.
- Supervise the proper use of all equipment by Associates, including Personal Protective Equipment.
- Understand and adhere to all procedures in emergency situations.
- Use and maintain equipment in good working order; immediately advise Store Management of any maintenance or equipment problems.

- Ensure that Associates operating power equipment (balers, hi-lo's, power jacks, slicing machines, etc.) are 18 years of age or older.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs., and that occasionally weights up to 60 lbs.
- Unload trucks and transport merchandise to Produce Department that weights 25 lbs., and that occasionally weights 60 lbs.
- Maintain all temperature logs and production sheets.
- Set up and maintains a proper cleaning maintenance schedule of entire department.
- Successfully complete training to receive and maintain a Company recognized Food Safety Certification.

Friendliness (Customer Experience & Associate Engagement)

- Greet all Customers and provide them with prompt, courteous service and assistance.
- Promote the sale of any current charitable promotions to Customers (i.e. Partners in Caring, Check Out Hunger).
- Assist with the onboarding of new department Associates, including interviewing, selection and training, in accordance with Company policies and procedures and all Local, State, and Federal labor laws and regulations.
- Provide continual training, developmental action planning, and meaningful feedback on job performance to Associates.
- Maintain an open line of communication and work cooperatively with all business partners.
- Lead Associates to work cooperatively while encouraging enthusiasm, loyalty, and creativity.
- Sample new items and seasonal favorites to stimulate Customer interest and demand.
- Encourage and recognize Associates to provide a positive Customer Experience.

Presentation (Personal & Department Conditions)

- Portray a professional appearance and be a positive role model for all Associates in the department in accordance with the Company Dress Code Policy.
- Ensure Unit Price Labels (tags) for all items are maintained and are current.
- Monitor Produce storage area for cleanliness, neatness and preparation for next shift (i.e. making bale, reclamation, plastic, pallets).
- Ensure all merchandise is fully stocked and rotated in display cases, shelves and other applicable displays according to tag allocation and department standards.
- Ensure all product is blocked and faced in accordance with Company policy or as assigned.
- Ensure that featured sale merchandise is signed in accordance with Company and regulatory standards.
- Understand and adhere to all Country of Origin Label (C.O.O.L.) regulations for all products in the Produce Department.

Efficiency (Department Operations & Regulatory Compliance)

- Understand and utilize all required applications and current technology as relates to Produce Operations.
- Verify accuracy of invoices to actual product received.
- Ensure all reports and records are accurate, complete and retained in accordance with Company policy.
- Ensure the quality of all product received and secure properly in appropriate storage areas.
- Ensure the accuracy of item pricing, item locator and shelf allocation.
- Ensure reclamation or return-to-stock product procedures are followed in accordance with Company policy.
- Ensure in-store pricing procedures and in-store transfers are followed in accordance with Company policy.
- Understand and adhere to Local, State and Federal regulations as relates to Produce Operations.
- Understand the impact of department financials and how to adjust department operations to ensure goals are achieved.
- Understand and adhere to Company shrink guidelines as relates to Produce Operations.
- Clearly communicate and consistently enforce department and Company policies and procedures.
- Maintain proper staffing to meet projected sales and Customer Experience needs.
- Complete all applicable department training programs.
- Maintain punctual and regular attendance and work overtime as assigned.
- Perform all duties in accordance with all Local, State, and Federal Department of Labor Minor Regulations for any Associates under 18 years of age.
- Assist as needed in preparation of food products, catering, and special orders.

- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____



JOB DESCRIPTION

We are living our Purpose – To Care Deeply about People, Helping them to Eat Well and Be Happy. This Purpose guides everything we do and is why we are in business. We are using our service priorities - Safety, Friendliness, Presentation, and Efficiency to help us make decisions at work every day and are critical to the success of our business goals.

Title: Clerk Job Code: 2760
Job: Receiver
Department: Grocery
Supervised by: Store Manager, Assistant Store Manager

Job Summary:

To deliver a great customer experience while safely and efficiently maintaining a neat, clean and organized warehouse. To perform responsibilities that will ensure accurate receiving of all deliveries to protect Company assets. To perform other tasks as required in an efficient and safe manner, within Company policy.

Minimum Required Qualifications:

The minimum required qualifications for this position include, but are not limited to, the following:

- Ability to proficiently read, write, speak, analyze, interpret, and understand the English language.
- Ability to perform basic math.
- Ability to stand/walk for the duration of a scheduled shift.
- Ability to stand, bend, twist, reach, push, pull and regularly lift 25 lbs., and occasionally lift 50 lbs.
- Ability to work with fresh, dried and/or processed products, spices and powdered substances without negative allergic consequences.
- Ability to tolerate dust and cleaning agents during routine housekeeping duties.
- Ability to work in varying temperatures.
- Ability to interact with Customers in a friendly and helpful way.
- Ability to work cooperatively with others.
- Ability to work all assigned work schedules and comply with all time and attendance policies.

Essential Job Functions:

Performance of these functions requires the Associate to possess the minimum qualifications listed above. The essential functions of this position include, but are not limited to, the following:

- Monitor grocery storage area for cleanliness, neatness and preparing for next shift (i.e. make bale, reclamation, plastic and pallets).
- Handle damaged or return to stock products according to Company policy, with priority given to refrigerated, perishable items and sell by date.
- Verify all invoices for accuracy involving cost, retail and quantity.
- Complete Wakefern report cards.
- Greet all Customers and provide them with prompt, courteous service and assistance.
- Promote for sale any current charitable promotions to customers.
- Observe all safety regulations when operating equipment.
- Follow all safety procedures relating to opening cartons, and rotation of product.
- Utilize equipment as required by department.
- Maintain a clean, neat, organized and safe work environment.
- Clean and sanitize all work surfaces, utensils and equipment in accordance with Department of Sanitation and QA standards.
- Keep floor clear of debris and spills.
- Dress and groom according to Company policy including uniform, name badge, and hat or hair restraint requirements.
- Perform duties in accordance with QA hand washing standards and use disposable gloves when handling food.

- Perform duties in accordance with the Company's HAZCOM program and adhere to manufacturer's label instructions for the safe and proper use of all chemical products.
- Regularly lift, pull, push and rotate merchandise that weights 25 lbs., and that occasionally weights 50 lbs.
- Unload trucks and transport merchandise that weights 25 lbs., and that occasionally weights 50 lbs.
- Stand at work station for duration of scheduled shift, which may exceed 8 hours per day.
- Check prices and be knowledgeable about location of items in the store.
- Understand and adhere to Company shrink guidelines as relates to Grocery operations.
- Perform all duties in accordance with Local, State and Federal regulations as they pertain to the Grocery operation.
- Perform all duties in accordance with Company rules, policies, safety requirements, and security standards and all Local, State and Federal health and civil code regulations.
- Complete all applicable department training programs.
- Perform all duties in accordance with all ShopRite Service Priorities (Safety, Friendliness, Presentation, and Efficiency).
- Maintain punctual and regular attendance.
- Work overtime as assigned.
- Work cooperatively with others.
- Must be 18 years or older to operate balers, hi-lo's, power jacks, and slicing machines.
- Perform other duties as assigned.

Important Disclaimer Notice:

The above statements are only intended to represent the essential job functions and general nature of the work being performed and are not exhaustive of the tasks that an Associate may be required to perform. The employer reserves the right to revise this job description at any time and to require Associates to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. This job description is not a guarantee of employment.

Initial: _____