

Position Available

“Assistant Store Director”

Posting Date: September 5th, 2011
Pay Grade: S-4 to S-6
Department: Management
Position Type: Full-Time Salaried
Reports To: Director of Store Operations

J&J Foods is seeking a motivated individual to assist in leading the operations at J&J Foods. The Assistant Store Director, in addition to assuming the role of Store Manager when assigned, will provide customer assistance in every store department. He/she will provide direct supervision of staff in all departments in the absence of the Department Manager or Customer Care Leader. He/she will oversee the scheduling of all associates, as well as conduct performance evaluations.

The Assistant Store Director will be responsible for managing a variety of areas such as pricing, signage, ordering, associate recruitment and hiring, associate training, refrigeration checks, maintenance reports, safety evaluations, opening and closing duties, inventory, resets, and other tasks as assigned. Strong organizational skills are required along with the ability to analyze problems. The ideal candidate will have good verbal as well as written communication skills, and will possess a passion for serving people.

The Assistant Store Director will work in a fast-paced environment with multiple responsibilities and changing priorities. This position requires competence in the Microsoft Office Suite of applications.

Education and Experience:

- High School diploma or GED required; two or more years of college preferred
- Minimum of three years experience managing people and/or five years of grocery store experience

This full-time salaried position requires 45 hours of work per week with a typical schedule requiring work 5 out of 7 days.

To apply, please email or write to Emily Williams, HR Manager of J&J Foods. (No drop-in or phone calls.) The cover letter for your resume will be your opportunity to explain why you are the perfect fit for the position described above.

Emily Williams
Human Resources Manager
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