



POSITION DESCRIPTION – Front End Supervisor

Title:	Front End Supervisor	Status:	Non-Exempt/FT
Department:	Store Support	Reports To	General Manager
Grade:	2	Salary Range:	\$16.80 - \$21.84 Hourly

Summary

The purpose of this position is to ensure the smooth functioning of the store's front-end and point-of-sale system. To maintain complete front-end staffing, training, and scheduling. To provide an overall exceptional customer and cashier check-out experience.

Department Responsibilities

- Implement the new point of sale system, LOC SMS Software, and Smart Country Business Products Hardware.
- Work with the Scan & Data Manager and North Country Business Products to ensure the registers run accurately and smoothly.
- Address cashier, customer service, and store leadership concerns.
- Responsible for preventative maintenance of scales, workstations, and registers.
- Responsible for reconciling credit card terminals, safe and cash receipts.

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must perform each essential function satisfactorily, with or without reasonable accommodation. The requirements listed below represent the knowledge, skill, and ability required.

- Experience with Point-of-Sale systems required.
- Three years of cash handling experience is required.
- A track record of outstanding customer service.
- Ability to prioritize and manage multiple tasks or projects.
- High level of accuracy and attention to detail.

Education and Experience

- High school diploma or equivalent degree.
- Two years of grocery store front-end leadership experience required.

Work Environment/Physical Demands

- Extended hours of walking and standing.
- Extended hours of cash handling.
- Extended hours of customer engagement.
- Lifting to 25 pounds

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Instead, they are designed only to describe the general nature of the job. All associates of the Food Shed are considered "at will" employees. Scheduled work hours are solely to be based on business needs. The Food Shed Co-op is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment.