



JOB POSTING

JOB TITLE: Grocery Store Manager
REPORTS TO: Executive Director
DATE PREPARED: February 12, 2018

Do you want a chance to make a difference? Do you believe in a community that includes everyone? Are you a champion for collaboration, customer service, and teamwork? A challenging, full-time position is available with the Old East Village Grocer (OEVG) for a Grocery Store Manager. We are seeking a passionate and dedicated leader to help us fulfill our mission, vision, and strategic plan.

ABOUT THE OLD EAST VILLAGE GROCER

The OEVG, a social enterprise owned and operated by ATN Access Inc. is a grocery store like no other. We are dedicated to bringing fresh and healthy food and grocery items to the East London community. More importantly, our store is an employment training platform for individuals with disabilities or barriers to employment. As an ATN initiative, the store and its' training programs are designed to reintegrate our clients back into the workforce and provide everyone with a sense of community belonging.

OVERVIEW

The Grocery Store Manager, as part of ATN's leadership team, will act as a true collaborator to promote a culture of leadership, inclusivity, and engagement. You will provide operational oversight of the OEVG and encourage staff, clients and the broader community to become actively involved in OEVG programs and services. Your enthusiasm, integrity and upbeat attitude will help you to develop outstanding relationships with staff, clients and customers, build partnerships, enhance awareness of the OEVG, and increase our community's capacity to address complex barriers to employment and inclusion.

PRIMARY RESPONSIBILITIES

- Accountable for the store's operations, sales, profitability and ensuring services align with OEVG & ATN Mission, Vision, Values and Strategic Plan;
- Work in conjunction with ATN Staff to deliver meaningful training opportunities that assist our clients in developing both soft skills and retail skills;
- Oversee management and merchandising of our Grocery, Meat, Produce, and Deli to meet goals for sales, margins, labour and customer service;
- Lead grocery staff to accomplish strategic and operational performance metrics;
- Monitor the competitive environment in your market and propose unique responses;
- Prepare annual budgets and forecasts;
- Propose and implement marketing ideas/tools to maintain and increase sales;
- Build fearlessly upon an already a strong community network;

- Plan, attend and represent the OEVG at community engagement initiatives
- Work in conjunction with functional leaders and their teams to identify and analyze critical strategic initiatives and develop actionable implementation plans based on OEVG/ATN's strategic goals and objectives;
- Where applicable, build and execute change management plans;
- Other duties as assigned.

JOB SKILLS & QUALIFICATIONS

- Post-secondary degree in Business or related field plus minimum three (3) years of leadership experience in retail management or an equivalent combination of education and experience;
- Experience in the grocery industry strongly preferred;
- Demonstrated knowledge of financial concepts, budgeting and inventory management;
- Sound understanding of current initiatives, future trends, and information affecting the business (e.g., competition in the grocery industry);
- Knowledge of Health and Safety legislation;
- Proven problem solving and analytical skills, both quantitative and qualitative;
- Cross-functional team player and collaborator with excellent communication; influencing, and relationship building skills;
- Strong presentation skills, comfortable with public speaking;
- Highly effective project management, prioritization, multi-tasking, and time management skills;
- Highly flexible, with the ability to work effectively with diverse teams and a diverse client base.

POLICE RECORDS CHECK AND VULNERABLE POSITION SCREENING

This position requires incumbents to submit a current Police Records Check and Vulnerable Position Screening from their local police service. A current ATN/OEVG employee who is the successful candidate for this position must also provide this document unless it is already on file and not more than two years old.

WORKING CONDITIONS

This position will require the incumbent to work in a seated position for part of each day for administrative responsibilities. Standing, walking, reaching, bending and stooping are also necessary each day with some lifting requirements up to 25 pounds. There is some exposure to dust, dirt, odors, noise, and temperature. The incumbent may be required to deal with individuals, including alone or in close confines, who may be potentially dangerous and/or exposed to rudeness or profanity. Interruptions are constant throughout the day due to email, telephone calls, and others.

Please send a **cover letter and resume** before Monday, February 25, 2019 to the attention of:

Andrea Topham
Executive Director
Email: employment@atn.ca