

Position Available

GROCERY SUPERVISOR – Full-Time

74-5594 Palani Rd. Kailua-Kona, HI 96740

PRIMARY RESPONSIBILITY: The primary responsibility of a **Grocery Supervisor** is to oversee and manage the day-to-day operations of the Grocery department and its staff. A **Grocery Supervisor** also sets a good example for his/her department staff and increases customer loyalty by assisting all customers with courteous, pleasant, patient service and treatment.

QUALIFICATIONS:

You MUST perform the following Essential Job Duties regularly and up to company standards:

- Perform all duties of a Grocery Stock Clerk.
- Manage a work schedule and assign work to Stock Clerks.
- Train Stock Clerks, evaluate, discipline, and reward work performance appropriately.
- Manage and improve the operation and growth of the department and staff.

To perform the Essential Job Duties regularly and up to company standards, you MUST:

- Have previous grocery supervisor experience.
- Be able to understand the basic concepts of ordering, stocking and fronting merchandise efficiently and safely.
- Be able to effectively communicate with customers and associates and problem solve when necessary.
- Be able to use a computer and programs like Microsoft Office (Word, Excel, etc.).
- Be willing to attend ongoing leadership training and continuously strive to improve management skills.
- Generally be available for work Sunday through Saturday, between 8:00 a.m. and 11:00 p.m.
- Have the physical ability to:
 - Stand, walk, bend, reach, use your fingers, and have good vision.
 - Frequently lift and carry up to 50 lbs.

TO APPLY: Complete an “Employment Application” and submit it to the Human Resources Department at 50 E. Puainako St. Hilo, **NO LATER THAN 12:00 Noon, Monday, February 20, 2017.** This position is currently open to KTA Associates and the general public. All inquiries and applications will be kept confidential.



GLENN M. KODAMA
V.P. Human Resources