

Manager Trainee
\$20.00 per Hour
40 Hours per work week

Position Objectives

To support the Store Manager in achieving the company's growth objectives by maximizing sales and controlling expenses.

To fulfill his/her responsibilities in accordance with the Company's principles of leadership and organization, the ALDI Management System.

Position Responsibilities

1. Communicates and models ALDI's standards for customer service.
 - a. Assures compliance with the company's customer service guidelines.
 - b. Assures appropriate resolution of customer concerns (operational or product).
2. Manages the appearance of the store in conjunction with the store priorities to present a desirable image of ALDI.
3. Assures that store cleanliness standards are maintained.
 - a. Assures proper stock level through appropriate product ordering.
 - b. Assures proper store signage.
 - c. Assures the quality and freshness of ALDI products.
 - d. Merchandises product to maximize visibility and sales.
 - e. Provides a safe environment for employees and customers by identifying and rectifying hazards, ensuring proper ergonomics and maintenance of store equipment.
4. Manages the training, development and performance of store personnel.
 - a. Trains, develops and evaluates store personnel to retain a motivated and professional workforce.
 - b. Communicates and models the vision and values of the organization to create a work environment and sense of teamwork among employees.
 - c. Communicates job responsibilities and performance expectations to store personnel to assure desired results.
 - d. Assures compliance with established operating policies and procedures.
 - e. Informs Store Manager of employee issues or concerns; provides input to the resolution of such issues or concerns.
5. Supports the Store Manager in the achievement of controllable expense goals.
 - a. Assists in the achievement of store productivity goals.
 - 1) Assures store personnel complete assigned responsibilities in a timely and effective manner to maximize productivity.
 - 2) Adjusts and monitors adherence to work schedules with respect to productivity and overtime.
 - 3) Makes suggestions to Store Manager in areas that could impact productivity.
 - b. Assists in the achievement of store inventory goals
 - 1) Verifies the billing and retail accuracy of products received into the store.
 - 2) Completes and submits appropriate reporting to account for price changes and product receipt.

- 3) Informs the Store Manager of inventory loss due to inferior or damaged products.
- 4) Minimizes all perishable loss.
- 5) Participates in taking store inventory counts according to guidelines.
- c. Assures adherence to cash policies and procedures to minimize cash loss.
- d. Develops and implements action plans that will improve operating results.

Job Specifications

Education and Experience:

At least 18 years old with a high school diploma or equivalent.

Additional Requirements:

Must be able to accommodate the operational schedule of the store including shifts between 5am and 11pm, seven days a week.

May be required to handle and sell alcoholic beverages, and meet any state and local requirements for handling and selling alcoholic beverages.
Must be able to travel within a 60 mile radius

Knowledge, Skills and Abilities:

1. Ability to provide prompt and courteous customer service.
2. Skill of operating a cash register efficiently and accurately.
3. Ability to stock merchandise from store receiving to shelving; ability to place product, weighing up to 45 pounds, on shelving at various heights.
4. Ability to operate equipment including electric and manual hand jacks, floor scrubber and cardboard baler.
5. Ability to perform general cleaning duties to maintain store standards for cleanliness.
6. Knowledge of and ability to interpret and/or apply ALDI store operating policies and procedures.
7. Skill of verbal and written communication.
8. Skill of performing basic administrative duties such as filing, filling out forms, counting and basic arithmetic equations.
9. Ability to follow instruction and give attention to detail.
10. Ability to work both independently and within a team environment.
11. Ability to supervise store personnel by guiding performance to assure the quality and completion of work assignments.
12. Ability to develop rapport, trust and open communication that enhances the growth and job performance of store personnel.
13. Ability to organize, prioritize and complete activities consistent with one's personal and organizational needs to maximize the total time available.
14. Ability to establish and execute plans and goals.
15. Knowledge of and ability to utilize store computers and related software.

Benefits

Group major medical and dental program including vision
Life and disability insurance, Three sick days per year
401(K) (optional)

Retirement Savings Plan

5% of gross wages up to \$2,000 annually; vesting as set forth in the plan.

Vacation

<u>Length of Service</u>	<u>Vacation</u>
Employee Starting date to 6 Month Anniversary	No Vacation
After 6 month Anniversary date	One Week
After 1 Year Anniversary date	One Week
After 2 Year Anniversary date	Two Weeks
After 5 Year Anniversary date	Three Weeks
After 12 Year Anniversary date	Four Weeks
After 18 Year Anniversary date	Five Weeks

Holidays

Six national holidays, 2 personal days after 90 days employment, 3 after one year.

Trial Period

There will be a 90-day trial period for all employees for purposes of evaluation.