



Assistant Store Manager Job Application

To Apply: send resume and note of interest to careers@dailymtable.org with subject line “Assistant Store Manager Application”. Please include the store location to which you are applying.

Daily Table is a nonprofit grocery store chain dedicated to providing access to healthy, affordable food to communities that need it most. Since 2015, Daily Table has offered customers a wide selection of fresh produce, grocery staples and made-from-scratch meals priced to be truly affordable for all budgets in an upbeat, welcoming shopping environment. The organization currently operates five stores in the Boston area with plans to expand.

Daily Table is looking for an exceptional leader who will bring strong retail operations experience and foster a collaborative work environment and promote teamwork to help lead the day-to-day operations at Daily Table’s stores. The Assistant Manager role is a training role for Store Manager. The ideal candidate will have the capacity to move into a Store Manager role within any of the Daily Table stores, within a year or less from their start date. Daily Table offers a positive and supportive work environment for all of our team members. Store Managers are expected to demonstrate ownership of the business and work hard while on the job. However, we strive to make sure that Store Managers don’t work more than 45 hours on a regular basis. We believe that everyone deserves time away to rest, recuperate, and have a life!

Roles & Responsibilities

General Management

- Support Store Manager and store team in all aspects of the operation and performance of a store, including its financial results, merchandising, employee happiness and excellence, cleaning/sanitation, safety, and hospitality.
- Take pride in the overall operation of the store and strives to create an outstanding customer experience for everyone that walks through the door
- Work to create a positive store culture of excellence, delivering outstanding customer experiences while supporting a strong and efficient workplace built upon meritocracy, respect and care
- Ensure compliance with regulatory rules and standards including but not limited to: weights and measures, department of health and OSHA.

Merchandising and Logistics

- Create engaging and aesthetically pleasing product displays and in-store merchandising
- Collaborate with the procurement/logistics team to oversee the supply chain of goods from supplier, transportation to the store, storage and stocking, and sale to the customer
- Manage product inventory to forecast where shortages and overstock may be and adjust accordingly

Personnel

- Build a strong team culture focused on successful outcomes and continuous improvement
- Clearly communicate in-store retail and service standards expectations to ensure excellence in all areas.
- Ensure store staff job results through coaching, counseling, and accountability; planning, monitoring, and appraising job results through regular feedback and performance evaluations
- Ensure an effective and efficient response to customer and employee questions, requests and/or concerns.
- Make on-going hiring and separation decisions in partnership with Store Manager and Director of Operations.



Maintenance

- Ensure all equipment is operating properly, i.e. refrigerators, freezers, cash registers, lighting
- Address, communicate and follow-up on physical plant issues with a sense of urgency to ensure smooth and consistent operation and customer experience in the store

Desired Background & Experience

- Excited about Daily Table's mission and commitment to affordable nutrition for all.
- Strong retail leadership experience; grocery experience is preferred
- Demonstrated excellence in interpersonal, motivational, team building and customer relationship skills and comfort working with diverse backgrounds.
- Entrepreneurial mindset; comfortable with ambiguity and change and growth in a start-up environment.
- Computer literate; comfortable working with Office/Google Drive, POS software and reporting tools.
- Understands the need to use numbers and information to inform decision making.
- Flexible schedule; comfort and willingness to spend time where the operation needs attention including early mornings, evenings and weekends.
- Must be able to perform physical demands, such as; standing, walking, kneeling, squatting, bending, reaching, and lifting up to 50lbs

Daily Table is an equal opportunity employer and prohibits discrimination and harassment of any kind. All employment decisions at Daily Table are made without regard to race, color, religion or belief, national origin, sex, sexual orientation, gender identity and expression, age, disability, eligible veteran status, or any other status protected status.

Job Type Full-time

Shift & Schedule: Weekend availability, Evenings as needed, Night shift, Evening shift, Day shift

Benefits: 15 days PTO, Paid holidays, Health Insurance, Paid family leave, Access to retirement account, Employee discount