

## Assistant Manager – Grocery Department

### Description:

Peninsula Co-op is retail with a difference. Being member owned, we focus our profits on giving back through yearly rebates, by supporting many community initiatives and by sharing profits with our staff. As we've grown and evolved, our collective roots now date back nearly 60 years, yet we remain a locally-focused co-op with more than 108,000 members and ambitious plans to continue growing the business on Vancouver Island.

Peninsula Co-op is inviting applications for the position of **Assistant Manager – Grocery**, part of the Co-op Food Centre, located at **2132 Keating Cross Road Saanichton, BC**. Please visit the Co-op website for more information about where we are located. [www.peninsulaco-op.com](http://www.peninsulaco-op.com) The wage for this position starts at \$20.25/hr.

### What you will be doing:

Supporting the Manager to produce budgeted operating results. In the Manager's absence, the Assistant Manager acts in a leadership capacity to ensure the effective operation of the department. Key areas of responsibility include ensuring a pleasant, comfortable and safe shopping experience for our customers; being a leader to the team, providing support to enable them to do their jobs and develop their skills; working cooperatively with other Food Centre departments; ensuring the department is well merchandised, stocked, organized, spotlessly clean and adequately staffed; and administrative tasks like ordering, pricing and inventory. In a supporting capacity, the Assistant Manager will assist with recruitment, performance planning and reviews, period end and inventory counts.

### What we are looking for:

You enjoy working with other people and you are an excellent communicator; you enjoy leading a team and working effectively as part of that team; you have initiative, energy and enjoy working at a fast pace; you have the ability to lift up to 50 pounds and work on your feet for most of your shift; appropriate computer skills and technical knowledge; you are an effective problem solver; you are reliable, accountable and a person of integrity; you look out for your own safety and the safety of others.

### Benefits offered at 3 months of employment:

- Extended health, dental, disability and life insurance benefits
- Pension plan
- Profit sharing
- Fitness memberships or reimbursements,
- Social events
- Volunteer opportunities
- Educational assistance

This is a full-time position; 40 hours per week. A flexible schedule that may include occasional evening or weekend shifts is required. We are committed to every staff member enjoying their experience working with Peninsula Co-op. We reward hard work, commitment and results.

Please direct questions to Ben, Grocery Manager, 778-426-8111 or Jen in Human Resources 778-426-8120.

**To apply:**

Please submit your cover letter and resume to Human Resources

- Via the link from this website, or
- In person, mail or courier to Peninsula Co-op, 2132 Keating X Road, Saanichton, BC V8M 2A6, attention Human Resources.

Date posted: May 3, 2022