

# Schmidts MEAT MARKET

## Job Posting Retail Supervisor (Full Time)

Schmidt's Meat Market, located in Nicollet, is just 15 minutes from Mankato, New Ulm and St. Peter. Schmidt's is Southern Minnesota's largest and most complete meat center that has been serving the area since 1947. We are looking for a motivated and energetic person to fill a Full-Time Retail Supervisor position. If you are looking for a position that offers a fast-paced environment with lots of variety and employee and customer interaction, this is the job for you.

Our store hours are 7:30 a.m. to 5:30 p.m. Monday – Friday and 7:30 a.m. to 4:30 p.m. on Saturdays. We require all our employees to work a minimum of every 3rd Saturday. (There is clean up after the store closes, but most are clocked out by 5:30 p.m.) We are closed on Sundays. Note that during the months of November and December (our busy season), extra hours are expected. Our full-time retail staff works split shifts, working 7:30 a.m. to 4:00 p.m. or 9:00 a.m. to close. The split shift rotates weekly.

### Primary Responsibilities:

- Communicate and achieve compliance regarding all Company policies, programs and directives that apply to the retail area (Employee Handbook, Safety Manual, HACCP Plan).
- Maintain proper cleaning schedule of retail meat & deli cases, slicers and retail area. Ensures proper and safe usage of equipment, including lock out/tag out procedures.
- Assist manager in managing workflow.
- Top priority is to ensure superior customer service standards are met at all levels of the organization.
- Maintain a full and clean appearance of the store.
- Supervise, motivate, direct, train, and participate in the hiring of retail staff (primarily student staff).
- Responsible for ordering and maintaining sufficient inventory levels from assigned vendors.
- Recommend items and ideas for store promotion programs.
- Scheduling of retail staff.
- Other responsibilities as assigned.

### Qualifications:

- Prior retail experience preferred.
- Position requires that a food protection manager certification is obtained.
- Required leadership skills include:
  - Self-directed – ability to set goals and achieve them.
  - Strong people skills – the ability to form relationships.
  - Analytical skills – the ability to analyze problems and solve them.
  - Strong communication skills – being able to give clear direction along with being a good listener.

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- Accountability – know how to close the gap between expected performance and actual results. In addition, this leader should have the ability to coach, guide, support, and train others on mutual goals.
- In addition, the successful candidate must have:
  - Good computer skills using Microsoft Office.
  - Excellent customer services skills.
  - Sufficient knowledge of meat cuts, sausages and deli items and ability to teach others these fundamentals, including but not limited to, product preparation and packaging.
  - Knowledge of acceptable temperature ranges of meat cases and freezers and methods of control.
  - Must be able to handle multiple priorities, organize and prioritize daily tasks for an efficient workflow.
  - Regularly required to sit, stand, and use hands to handle objects, controls or tools.
  - Must occasionally exert or lift up to 50 pounds and frequently lift moderate amounts of weight.
  - Must be able to climb a ladder to retrieve items.
  - Must be able to stock coolers and shelves and endure working under temperature extremes in refrigerated and freezer storage areas up to 20 minutes at a time.

Pay Rate:

Starting at **\$22.00** per hour or more depending on experience.

Full-Time Benefits:

- Medical Insurance through PreferredOne – **Company pays 80% of employee premium and 50% of dependents' premiums** for base plan
  - The Medical Insurance includes a Health Savings Account – **Company contributes \$600.00 per year** (\$150.00 per quarter) to the account
- Dental Benefits – **Company pays 80% of employee premium; 50% of dependents' premiums**
- Vision Benefits – a plan is offered; employee pays premium
- 401(k) Retirement Plan – must be 21 years old.
  - **Company contributes 3% of the employee's earnings** every pay period following the probationary period
  - **Profit Sharing Plan** – must be 21 years old, completed 1,000 hours in the current plan year and must be employed on December 31<sup>st</sup>. Vesting is 20% per year.
- Paid Vacation – **10 days per year**. New employees accrue .2 days for each week worked starting with their first week following the probationary period
- Paid Sick Time – **7 days per year**. New employees accrue .14 days for each week worked starting with their first week following the probationary period
- Paid Birthday
- Paid Holidays – **6 major holidays** (New Year's Day, Memorial Day, Independence Day, Thanksgiving Day and Christmas Day)
- Bonus Potential
- Employee Purchase Program – **15% discount** (starts first day of employment)
- Accidental Death & Dismemberment (AD&D) Plan

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- \$50,000 Term Life Insurance Policy
- Supplemental Insurance – employees may purchase their own benefits via a cafeteria plan through AFLAC – must work a minimum of 24 hours per week

If interested, please apply online, in person at Schmidt's Meat Market (319 Pine Street in Nicollet) or contact Mark Gudmundson at 507-232-3438.