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# Example of Retail Services Job Description

Our company is growing rapidly and is hiring for a retail services. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for retail services

* Monitors retail, catering and physician services each meal period on duty
* Ensures all opened/leftover food is stored properly (covered, labeled & dated)
* Able to lead the department in the absence of the FNS Director
* Ensures department and annual facility training programs are completed within given timeframes
* Assist with maintaining of employee files, time and attendance records and corrective action process
* Participates in annual performance evaluation process for all production staff ensuring reviews are completed per facility guidelines and time frames
* Attends outside educational seminars pertinent to food production, food service operations and regulatory issues
* Reports to work on time, requests time off in advance, follows ABM Healthcare Support vacation and attendance policies and procedure guidelines
* Complete other duties as assigned by Food and Nutrition Services Director
* Assists with hiring and training new employees – interviews candidates for production positions, ensures new employees are instructed on how to prepare food using recipes and production records and how to safely operate and clean equipment

## Qualifications for retail services

* Ensures food preparation is completed according to menu with standardized recipes being followed within safe food handling guidelines
* Visually inspects & tastes all food products prior to opening for service
* Prepare territory visitation plans to encompass SWOT analysis and tactical plans to hit sales targets
* Capable of merchandise fixtures given a planogram with product
* Must be a results and sales driven individual who enjoys engaging customers in a retail environment
* Completion of Sanitation Certification Course as required