



Store Manager

POSITION DESCRIPTION

I. PURPOSE/FUNCTION (JOB SUMMARY):

This position is responsible for managing a Travel Mart location. The Store Manager will manage all personnel, financial, operational, and customer and vendor relations for the location in question.

II. ESSENTIAL FUNCTIONS:

- Schedules appropriate labor to efficiently and safely operate the locations.
- Effectively trains and develops cashiers, and maintenance employees to efficiently perform cashier and maintenance labor in a convenience store.
- Assures store cleanliness and maintenance to be at or above company and customer expectations at all times.
- Manages the profit margins of the store to increase them by at least 5% year over year, on non-fuel SKU's.
- Responsible for increasing location sales of fuel by at least 5 % incremental gallons per month, compared to the same month in the previous year.
- Directs and guides office management in identifying stated cost reduction ideas per year.
- Conducts accurate and meaningful performance appraisals on each subordinate at a minimum of once per calendar year.
- Assures the accurate completion of daily bank deposits, and corresponding daily reports to the office to appropriately track the financial performance of the location.
- Works with Human Resources to assure proper staffing and training for employees at assigned location
- Creates an atmosphere of partnership with vendors to create maximum store presentation and profitability
- Is appropriately involved in community and company activities and is known as a Travel Mart ambassador in both Venues.
- Responsible for identifying revenue growth ideas and products each month, and recommends the elimination of stagnant products and promotions, to maximize profit margins of location.
- Coaches, counsels, mentors, disciplines, trains, grows, and sources professional and team oriented subordinates at their location.
- Appropriately schedules safety, sanitation, and housekeeping inspections in store to assure employee compliance and store presentation to the community
- Leads the effort at the store location to assure progress in moving towards brand superiority for Travel Mart, and assuring consistency in sanitation, presentation, appearance, pricing, and customer service levels for the brand and the location, in accordance with Travel Mart goals.
- While providing leadership by example, the Store Manager will ensure that cashiers and others, provide

sanitation, cleaning of restrooms, scrubbing of floors and food equipment, trash removal, cash management, stock rotation, filling of coolers, and balancing daily receipts, and will record such activity on a daily activity report, to be submitted to Human Resources for a needs analysis, as well as to the store manager, to identify training, disciplinary, promotional, and quality needs.

- Assures proper licensing and food service, selling of alcohol, safety and training for each associate at their location.
- Assures the protection of company assets through establishing and managing effective workers compensation programs, cash management programs, location security implementation and management, and appropriate and timely employee training and communication.
- Secures and maintains appropriate food handling and preparation licenses and permits.
- Assures reasonable certifications and refresher training required for various store positions
- Explains and communicates company policies and procedures on a timely basis, so as not to delay a person's career path
- Is responsible for evaluating and communicating subordinate performance, and where appropriate, issues appropriate discipline and recognition and rewards.
- Completes and transmits inventory orders to appropriate vendors and suppliers to maintain appropriate inventory orders.

III. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Prefer at least three years of experience managing at least three people. Varying languages and cultures will be prevalent
- High school diploma or GED required
- Proficiency in computer use with e-mail, spreadsheets, and word processing
- Basic financial statements and accounting skills required
- Basic understanding of cash management, security, safety, and sanitation required.
- Ability to work as a cashier and manage people, customers, and store employees simultaneously

IV. WORK HOURS

- Full-Time position