



**Assistant Manager**  
POSITION DESCRIPTION

I. PURPOSE/FUNCTION (JOB SUMMARY):

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

II. ESSENTIAL FUNCTIONS:

- 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.
- Assures the accurate completion of daily bank deposits, and corresponding daily reports to the office to appropriately track the financial performance of the 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, trains, and grows subordinates at their location.
- Encourages 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 Assistant 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.
- 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.
- May be required to assist the Store Manager in 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:

- High school diploma or GED required.
- Proficiency in computer use with e-mail, spreadsheets, and word processing.
- Basic accounting skills preferred.
- Basic understanding of cash management, security, safety, and sanitation required.
- Ability to work as a cashier and assist people, customers, and store employees simultaneously.
- Knowledgeable of all positions and able to pass a training assessment.

IV. WORK HOURS

- Full-Time position