

**Title:** Store Manager  
**Industry:** Retail Motor Fuels  
**Job Type:** Operations

A Store Manager is responsible for the management of the ongoing day to day operations of the store, while adhering to Company policies and procedures; direct supervision of staff; maximizing store profits and ensuring a high level of customer service and store appearance.

**Essential Job Duties And Responsibilities**

- Perform competitive gas price surveys on a daily basis
- Complete required daily accounting paperwork and transmit by noon to accounting office
- Make daily bank deposits by noon
- Account for ATM and Lottery funds on a daily basis, and make deposits (where applicable)
- Keep accurate fuel inventory records and report any excessive variations
- Recruit, hire, train, motivate, develop, discipline and terminate staff using appropriate documentation. (i.e. new hire packets, reference checks, communication forms etc.)
- Maintain high levels of cleanliness and sanitation
- Order and receive merchandise utilizing inventory ordering guidelines
- Inventory audits
- Maintain accurate compliance binders
- Perform annual employment evaluations
- Check costs on invoices to ensure charges are accurate by vendor
- Implement all Company promotional initiatives
- Ensure a quality buying experience for all customers
- Control inventory variations to 1% of sales or less
- Control cash over /short to \$100 per month or less
- Audit cashier paperwork for accuracy
- Maintain image standards set forth and image surveys
- Report and Review all environment, maintenance issues and unusual occurrences to the proper authority as well as management personnel
- Schedule, monitor & control payroll hours on a daily, weekly & biweekly basis
- Price book maintenance/operation of security cameras (where applicable)

**Additional Responsibilities**

- Perform additional merchandise price surveys
- Assist in covering manager vacancies at other store locations
- Hire, train and develop an assistant manager capable of running store in your absence
- Other duties as assigned by District Manager
- Attend all mandatory meeting and training sessions

**Minimum Required Qualifications**

- High School Diploma or equivalent
- Ability to effectively communicate with associates and guests
- Ability to count, read and write accurately to complete required paperwork
- Ability to work unsupervised
- Flexibility to work weekend, holiday and/or evening shifts and assist other locations as needed
- Must have reliable transportation and valid driver's license

**Physical Requirements**

- Frequent bending, reaching, lifting of 1 to 15 lbs
- Be able to lift up to 50lbs on occasion
- Reaching above shoulder height and bending below waist
- Be able to freely access all areas of the store
- Move quickly around store