



## Job Description

### Level 2 Assistant Manager

As a Level 2 Assistant Manager you will assist the store manager with the daily operations of the store and have the responsibility of the Store Manager on the shift they are working in the absence of the store manager.

As an employee you are expected to work diligently and keep the interest of the company in mind at all times. Our policy is to deal with our employees fairly and honestly, and we would expect the same from you. We recognize and respect each employee as an individual with personal ambitions and goals. In order for you to grow along with us, we would expect you to share the ambitions, problems, successes and rewards of Quik Shoppe, and by both of us working together could make our company a great place to work.

#### RESPONSIBILITIES

##### Customer Service

- Greet customers as they enter the store.
- Exceed ALL of their expectations.
- Always thank the customer and ask them to come back.
- Suggestive Selling is required.
- Dependable
- Follow the Quik Shoppe dress code.
- Coach sales clerks daily to provide excellent customer service.

##### Support

- Actively interviewing for possible new hires.
- Oversee Deli
- Direct store employees on duties that need to be accomplished
- Keep Coffee and Fountain area fresh, well stocked and clean.
- Outside lot should be free of litter and trash emptied.
- Store clean, neat and shelves free of dust. Windows and doors clean, floors swept and mopped. Dining area and microwaves clean.
- Bathrooms checked hourly and cleaned as needed.
- Keep sales floor and cooler stocked and free of trash, coach store employees how to maintain company standards.

##### Financials

- Assist or complete all daily/weekly paperwork including price changes and gas price changes.
- Follow all vendor policies for receiving and returns.
- ALWAYS verify age when selling alcohol, cigarettes and lottery.
- Ordering and Maintaining Inventory Levels
- Have good cash handling skills needed to maintain a balanced register operation.
- Be able to sell money order, lottery, and phone cards effortlessly.

##### Communication

- Store managers should be informed of all conduct and performance issues,
- Communicate to the manager and the office all items that have scanning problems, wrong price or possibly not scanning.
- Relay situations involved with security of the store that occurred on you shift, shoplifting, customer injuries, etc.

The above listed duties are essential functions and other duties may be required. Duties are subject to change at the discretion of management.