



Job Description

Store Manager

The Store Manager position of Quik Shoppe Food Store is one of the most important jobs in the company. The Store Manager has accepted a high profile, high energy, and very fast paced job which has many perks and opportunities. They experience an ever changing environment and the challenges of a store that does the business volume of an above average convenience store.

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.
- Work with sales clerks to provide excellent customer service.

Support

- Schedules for excellent customer service within budget.
- Actively interviewing for possible new hires.
- Train and coach all new hires and challenge, enforce, motivate, direct and guide them through all aspects of the job.
- Evaluate and recommend pay increase or promotions.
- Oversee and learn Deli Operations for hiring and training personnel.
- Be on call to handle any type of operational problems or emergencies.
- Direct store employees on duties that need to be accomplished, update and evaluate duty sheets daily. Make sure employees know what is expected of them.
- Keep sales floor and cooler stocked and free of trash, coach store employees how to maintain company standards.
- Keep Coffee and Fountain area fresh, well stocked and cleaned.
- Outside lot should be free of litter and trash emptied, Pumps clean.

Financials

- Complete all daily/weekly paperwork including vendor invoices, price changes and gas price changes.
- Maintain a neat work area, control the paperwork, be accurate and efficient.
- Follow all vendor policies for receiving and returns; must be accurate and scanned to office each day.
- ALWAYS verify age when selling alcohol, cigarettes and lottery.
- Ordering and Maintaining Inventory Levels
- Have good cash handling skills to maintain a balanced register operation.
- Must be proficient with all POS equipment.

Communication

- Maintain great communication with the office and corporate supervisors.
- Relay situations involved with security of the store that occurred as in shoplifting, customer injuries, etc. to the office and supervisors.

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