

# Green Valley Grocery

## Job Description

**Position:** Store Assistant Manager

### Basic Function:

A Store Assistant Manager is responsible for establishing, providing, and maintaining customer service as per Company standard and policy. He/She oversees and is accountable for the operation of a store ensuring maximum sales and profitability through merchandise, inventory, expense control, human resources management, store appearance and managing operating costs in adherence to all Company Policy/Store standards.

### Essential Duties and Responsibilities:

- Ensure that each Customer receives outstanding Customer Service by providing a Customer friendly environment which includes greeting and acknowledging every Customer, maintaining outstanding standards, and all other components of Customer Service.
- Analyze and measure business trends; develop and implement plans to maximize sales and meet or exceed goals and objectives.
- Control shrink, expenses, and payroll in accordance with Company policy and procedure.
- Perform and assign all duties necessary to maintain a clean and attractive store; both inside and out, in accordance with Company policy and standards and as assigned by Company Management.
- Maintain an awareness of all product knowledge information, merchandise promotions, test merchandise and advertisements.
- Comparison shop competition and report / share results with Company Management.
- Learn, utilize and train employees on Company selling guidelines to increase sales and customer satisfaction.
- Set up advertising or promotional displays or arrange merchandise to promote sales.
- Accurately receive merchandise from vendors in accordance with Company policy and procedure.
- Learn, comply, and train and enforce store personnel on all Company policies and procedures, as well as, Federal, State and municipal laws.
- Maintain amicable work relationships with fellow employees.
- Hire, train and develop store personnel in accordance with Company policy and procedure.
- Continually evaluate and react to performance issues of store personnel.
- Undertake and support any policy, change, system or procedure the Company implements regarding the basic function of the position
- Perform essential duties and responsibilities in an environment that will sometimes include increased levels or work related stress.
- Any other duties as assigned by Company Management.

### Essential Physical Requirements:

- Must be able to lift 50 pounds, 4 feet high; and 20 pounds, 5 feet high, without the aid of another person.
- Must be able to sit/stand up for up to a full 8 hour shift, in the performance of the position
- Must be able to work around various fumes, odors, chemical agents and solvents.
- Must be able to work in various temperatures and environmental conditions.
- Must be able to maintain balance and climb up to 5 feet on a ladder.
- Must be able to work with minimum amount of supervision under stressful conditions.
- Must be able to work varied hours/days as business dictates.
- Must have the ability to read, count and write to accurately complete all documentation.
- Must have the ability to communicate with associates and customers in the English language.
- Must be able to freely access all areas of store facilities inside and out including sales floor, stocking area, storage area, walk-in coolers and freezers, register area, fuel islands, landscaping and car wash facilities.
- Must be able operate and use all equipment necessary in the basic function of the position.

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My signature on the following line indicates my ability to, acceptance of, and commitment to perform this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name