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## **ASSISTANT STORE MANAGER**

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<b>REPORTS TO:</b>	Store Manager and/or District Manager
<b>FLSA STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Operations
<b>ESSENTIAL DUTIES &amp; RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>● Perform duties listed on the CSR job description</li><li>● Able to complete required new hire information</li><li>● Adhere to and assist in the implementation and enforcement of company policies and procedures</li><li>● Motivate, encourage, and challenge store-level employees</li><li>● Properly communicate employee, customer, and product complaints and issues</li><li>● Assist Store manager in maintaining the budgeted direct operating expenses (i.e. salaries, payroll hours, maintenance, supplies, utilities, phone, etc.)</li><li>● Assist with the coordination of staffing and scheduling</li><li>● Assist in the accurate and timely completion of payroll processes</li><li>● Assist in the timely completion of daily paperwork and computer entry</li><li>● Assist in maintaining acceptable Store Evaluation standards</li><li>● Assist in reviewing inventory audits with CSRs</li><li>● Assist in implementing product promotions and programs to achieve store objectives</li><li>● Assist in properly posting store-level POS advertising and signage</li><li>● Monitor retail prices to verify uniform pricing set by the company</li><li>● Provide support with store and cooler resets</li><li>● Regularly check cameras, VCRs, and monitor(s) to ensure proper working condition. Replace VCR tapes timely, clean filters and heads as needed or as directed by Store Manager</li></ul>
<b>EDUCATION/EXPERIENCE:</b>	<ul style="list-style-type: none"><li>● High school degree</li><li>● 1 year retail experience preferred</li></ul>
<b>SUPERVISORY RESPONSIBILITIES:</b>	CSRs
<b>PHYSICAL DEMANDS:</b>	While performing the duties of this job the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; and taste or smell. The employee is occasionally required to work in areas with significant temperature differences. The employee is regularly required to lift up to 10 pounds. The employee is frequently required to lift up to 25 pounds. The vision requirements include: peripheral vision and ability to adjust focus.

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