

## JOB DESCRIPTION

<b>Job Title</b>	Store Director	<b>Department</b>	Management
<b>FLSA Status</b>	Exempt	<b>Reports To</b>	Operating Manager
	<input checked="" type="checkbox"/> Fulltime <input type="checkbox"/> Part-time	<b>Hours</b>	40
<b>Date Created</b>		<b>Approved</b>	

**Primary Functions:** The Store Manager is responsible for overseeing all daily operations of the store and the overall culture.

### Essential Functions

- Ensures compliance with company policies and procedures with respect to department operations, quality, safe food handling to ensure compliance state, federal and OSHA safety and sanitation regulations.
- Manages store--inventory, facility and operations, making sure the store is stocked, clean and meeting quality standards.
- Implements, tracks and achieves financial quotas for the store based on the stated financial goals for the business. Review and provide reports.
- Evaluates competition to adjust and make recommendations to Owner/Principle.
- Assists with marketing, advertising and financial strategies.
- Manages store departments and motivates and evaluates store personnel, hires staff to meet the needs of customers.
- Handles escalated complaints and provides a high level of service to customers.
- Maintain high level of community awareness and opportunities to support the community.
- Stay well-informed of all competitive activity in the market.
- Any other duties as assigned.

### Competencies

The Store Director must be self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have excellent interpersonal and communication skills, and interface well with management, co-workers, and the public. The Store Director must have the ability to lead and motivate teams; work in fast-paced environment, have good judgement and make decisions. The Store Director must be proficient with math and analysis, budgeting, and technology (scheduling, register and cash management systems, etc.).

### Education and Experience

High School Diploma or equivalent  
 5+ years' experience in Grocery Store Management  
 BS in Business Administration a plus  
 Proficient with Microsoft Office

### Physical Requirements

Ability to be in a stationary position and/or move about for various intervals  
 Ability to utilize the phone (requiring auditory and verbal senses)  
 Ability to utilize computer for various intervals (requiring finger dexterity/visual acuity)  
 Ability to lift up to 50 lbs.  
 Ability to travel independently (via plane/car)  
 Regular and predictable attendance

### Disclaimer

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.*