

**JOB DESCRIPTION**

<b>Job Title</b>	Assistant Front-End Manager	<b>Department</b>	Front Office
<b>FLSA Status</b>	Non-Exempt	<b>Reports To</b>	Front End 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 Assistant Front End Manager is responsible for administrative and customer service support at the Front Desk.

**Essential Functions**

- Maintains 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.
- Maintains a high-quality, service-oriented attitude at all times.
- Assists with distribution of incoming and outgoing mail.
- Responds promptly to customer needs and questions including answering the store phone and transferring calls and taking accurate messages.
- Provides administrative support to Cash Office Lead and assumes responsibility in absence.
- Provides training to Customer Service Associates and Custodians.
- Available for cashier function and support.
- Any other duties as assigned.

**Competencies**

The Assistant Front End Manager must be self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have good interpersonal and communication skills, and interface well with management, co-workers, and the public. The Assistant Front End Manager must have the ability to work in a fast-paced environment and have good judgement. Must have knowledge in administrative procedures, general math, pricing, and technology.

**Education and Experience**

High School Diploma or equivalent  
 3+ years' retail front end experience  
 Microsoft Office proficient

**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 25 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.*