

## **Kwik Fill - Store Manager**

### **Requirements**

#### **A. Specific Duties and Responsibilities**

##### **a Selection and Employment**

i Maintain an adequate labor pool of qualified applicants from which Assistant Managers, Shift leaders, Cashiers and attendants may be selected

ii Properly prepare and submit all required employment documents to the Payroll Department.

b. Training of Store Personnel – Set an example for all store personnel and instruct them with regard to the day-to-day responsibilities of operating the store.

c. Motivation of Store Personnel – Motivate all store personnel by example to ensure customer satisfaction through friendly, prompt and courteous service.

d. Labor Scheduling – Maintain all store personnel work hours within the guidelines established by the Labor Budget.

e. Payroll – Make certain all store personnel are clocking in and out for all time spent doing company business according to company policy and procedure, that time cards are signed by the employee, verified for accuracy and submitted promptly to the Payroll Department via the weekly Payroll transmission.

B. Store Image – Maintain the store to promote customer acceptance through store merchandising, advertising, outside appearance, store equipment, and lighting.

#### **C. Merchandising:**

a. Order, receive and price deliveries of store merchandise from approved vendors

b. Store all such merchandise as required by the store plan-o-gram

c. Stocking includes, but is not limited to; store gondolas, shelving, walk-in coolers, upright coolers, counters and backroom merchandise storage areas. At times this may entail lifting weights of 50 lbs. or more to accomplish certain stocking requirements.

D. Maintenance – Maintain the store in new store condition as required by the maintenance policy. To accomplish this, the tasks may include, but are not limited to; replacing gas nozzles and hoses, changing pump filters, cleaning or changing furnace equipment or filters, sweeping parking lots, picking up trash on the store property, emptying trash cans, keeping store shelves clean, stocked and faced and cleaning restrooms and floors.

#### **E. Accounting and Controls:**

a. Accurately complete the Daily Store Report and related documents according to the instructions in the operating manual

b. Prepare bank deposit tickets and make bank deposits daily

c. Verify all vendor invoices for accuracy

d. Control all cash and inventories by shift employee and report overages and shortages daily

e. Control the use of store supplies and utilities to insure the efficient operation of the store.

F. Security – Make certain all store personnel comply with all security procedures and report all security problems to the District Manager

G. Other duties that may be assigned by the District or Regional Manager

Tiered locations

A. There are 4 Tiers of locations designated by degree of operational difficulty.

1. Tier one --will be the highest degree of difficulty and complexity due and amount of time needed to complete interactions of Vendors, employees, employee matters, ordering, stocking, merchandising, maintaining and cleaning the location to corporate standards. Tier 1 managers typically spend little to no time running the register and spend 4 to 5 hours administratively on administrative duties. These locations typically have a deli and require more hands on and oversight by the manager.

2. Tier two-- Will be the same as above with a slightly lower degree of difficulty and complexity with interactions of Vendors, employees, employee matters, ordering, stocking, merchandising, maintaining and cleaning the location to corporate standards. Tier 2 locations typically work 2 to 3 hours register time and spend 3 to 4 hours administratively in the office

3. Tier three-- will be the same as above with a lower degree of difficulty and complexity with interactions of Vendors, employees, employee matters, ordering, stocking, merchandising, maintaining and cleaning the location to corporate standards. Tier 3 locations typically work 3 to 4 hours register time and spend 3 to 4 hours administratively in the office

4. Tier four—will be the same as above with the lowest amount of degree of difficulty and complexity with interactions of Vendors, employees, employee matters, ordering, stocking, merchandising, maintaining and cleaning the location to corporate standards. Tier 4 locations typically work 5 to 6 hours register time and spend 2 to 3 hours administratively in the office