

POSITION TITLE:	Retail Store Manager
DEPARTMENT:	Management Staff
REPORTS TO:	Manager of Retail Operations
SALARY GRADE:	E004

OVERALL RESPONSIBILITY:	Oversee the operation of the assigned retail store in a manner that maximizes profitability and controls expenses by following the marketing and general operational guidelines of the Co-op.
KEY TASKS AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Supervise the employees within the assigned store location, assuring that Co-op members and patrons receive optimum customer service from the staff. • Perform personnel functions for the assigned store locations. Duties include recruiting, hiring, training, conducting performance evaluations, etc. • Manage and direct customer credit and accounts receivable functions. • Maintain inventory levels to create optimum sales, promote turnover, and prevent overstock. • Control all store expenses related to personnel, inventory, transportation, and mechanical maintenance. • Conduct employee training related to customer service, product knowledge, and safety. • Counsel employees with supervisory responsibilities in handling training and leadership of their subordinates. • Promote professional manner and appearance of store personnel with customer contact. • Conduct civic duties, maintaining effective community relations on behalf of the Co-op. • Maintain proper safety and housekeeping standards in the assigned work area, as described in the Employee Manual. • Perform any other duties, as directed.

SKILLS AND ATTRIBUTES:	<ul style="list-style-type: none"> • Team-Oriented Personality • Strong Organizational Skills • Analytical Skills • Ability to Train and Supervise Others • Basic Computer Skills • Must be able to attain Commercial Pesticide certification with 1A classification within one year in position
EXPERIENCE REQUIREMENT:	<ul style="list-style-type: none"> • Minimum Associate's Degree in Business or Agriculture or Equivalent Experience (i.e., Experience with Farm Operations, Agribusiness, Retail Sales, Customer Service, and Employee Relations or Equivalent Training)