



CFC Farm & Home Center Retail Store Manager Job Profile

Job Mission

To oversee the operation of the assigned retail store in a manner that maximizes profitability and controls expenses while following the marketing and general operational guidelines consistent with the CFC vision providing exceptional customer service.

Key Accountabilities

Key Accountability: Store Leadership

- Work with leadership team, marketing, other stores, and production facilities.
- Develop and manage store organizational structure.
- Educated decision making to drive store profitability.
- Work with Assistant Store Manager or Retail Department Supervisor to create a team-oriented culture.
- Work with leadership team to maintain and improve facilities.
- Work with leadership team to develop location budget.
- Apply analytical skills to make sound, fiscally responsible decisions.

Key Accountability: Personnel Management

- Follow and implement safety procedures.
- Hire based on job profiles/process.
- Evaluate employees on schedule compared to job profile.
- Coaching and training of employees.
- Resolve and document all employee issues with Human Resources.
- Delegate responsibilities to employees.

Key Accountability: Store Profitability

- Manage inventory, purchasing, receiving accurately.
- Determine store product mix and stock densities.
- Increase sales growth and margins.
- Oversee delivery of products and service to customers and deliver as needed.
- Deliver superior customer service.
- Control expenses.
- Control aging on customer accounts.

Key Accountability: Safety

- Maintain a clean, safe facility.
- Identify and address all safety concerns.
- Adhere to all CFC, VDACS, and OSHA policies.
- Maintain all fleet vehicles to be safe, clean, and up to date on all maintenance.



CFC Farm & Home Center Retail Store Manager Job Profile

Key Accountability: Other

- It is expected to represent CFC in a positive, professional manner at all times.
- Adhere to all company policies.
- Must be able to attain and maintain Commercial Pesticide certification with 1A classification within one year in position.
- Additional duties as assigned.

Department: Management Staff

Supervisor: Assistant General Manager

Salary Grade: E004

Experience Required:

- Basic Computer Skills including Microsoft suite.
- Associates 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).
- Experience with rolling stock assets and logistics (forklift operation, driving trucks, and loading trucks) is preferred.