

Job Description

Position: Manager – Smoke Shop
Rate of pay: DOE
Reports to: Trust Corporation Chair or General Manager

Job Summary:

The Store manager is responsible for day-to-day store operations, ordering and organization of the facility including scheduling, training and supervising employees and an assistant manager. The Store manager is responsible for the store image (includes but not limited to cleanliness, health and safety), store profits and all controllable expenses including labor, inventory control and cash.

List of Responsibilities:

Determine merchandise to carry or to discontinue based on market trends, research, customer preferences and vendor terms; recommend and initiate marketing, advertising and promotional activities; establish and maintain effective customer relations.

Determine stock requirements for Smoke Shop; perform periodic physical inventory as mandated, prepare specifications for merchandise purchases; order merchandise as needed; interact with all vendors in a positive manner; oversee compliance with vendor contracts; ensure that sufficient quantities of merchandise are ordered in a timely manner according to procedures; monitor the receiving of goods; maintain inventory control within the store to ensure adequate stock levels and to minimize waste and pilferage; establish and monitor store security policies and procedures.

Comply with cigarette policies; stay current with marketing programs and promotions;

Oversee and control all funds, including debit, credit and cash operations. Prepare operational reports and analyses setting forth store progress, adverse trends and, as appropriate, make recommendations and draw conclusions; develop, recommend and implement policies and procedures related to store's operation; propose procurement/maintenance/repair/replacement of equipment and facilities instrumental to operations; keep abreast of new and changing techniques in the field of retail services.

Plan, schedule, supervise and ensure proper distribution of work assignments and ensure adequate staffing for all shifts; oversee space and facilities for performance of tasks; oversee the training and development of retail clerks, warehouse workers, groundskeepers and assistants.

Recommend and participate in various personnel functions to include job postings, job descriptions, hiring, training, performance appraisals, promotions, disciplinary actions and terminations. Maintain a positive public image of the Operation, safe, hygienic, well organized, attractive interior and exterior environment and that employees project a good level of customer service practices.

Report to the SSIT Trust Corporation Board Chair or Executive Director on a regular basis and/or as necessary. Work closely with the Trust Corporation's Chair or Executive Director on a day-to-day basis. Provide the Trust Corporation with monthly, quarterly and annual reports as requested.

Perform other related duties as assigned that are incidental to the work described herein.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

Education / Experience:

Work requires good communications, analytical and organizational skills that are generally acquired through completion of a bachelor's degree program and/or experience. Experience may substitute for a college degree. High School Diploma or General Equivalency Diploma (GED) is a minimum requirement.

Qualifications:

Applicants must have a minimum of 3 years' experience in the management of a retail convenience store or convenience store/gas station operation. In addition, other retail, merchandising or related business management would be helpful. This is not a trainee position. Applicants must have the skills necessary to manage convenience/gas station, its personnel, and be able to plan and participate in duties associated with merchandising, ordering, pricing, displaying, selling and maintaining inventory to ensure an efficient and economically sound convenience store operation, as is detailed above.

Mathematical, computer and communication skills:

To perform this job successfully, an individual must have the ability to calculate figures and amounts, using calculators and computers, in order to determine sales, discounts, interest, percentages. Also, the individual must be able to prepare charts, make graphs, sales reports, proposals and comparisons, compose letters, read and understand contracts and agreements, and must understand POS systems.

To perform this job successfully, the successful applicant also must have knowledge of Internet software, spreadsheet and word processing software, including Excel and Quick Books, and related specialized software programs such as the SSCS and other POS systems.

Physical demands and work environment:

The physical demands and work environment described here are representative of those an employee would encounter in order to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to speak, read and write English. The employee occasionally is required to walk, sit and stand for long periods of time, use hands and fingers to handle or feel, reach with hands and arms sometimes above shoulder height. The employee must be able to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and the ability to adjust focus. The employee must have the ability to freely access all areas of the store including sales floor, stock area, register area, coolers, storage, kitchen, fuel pump areas and exterior grounds. The noise level in the work environment usually is moderate.

Cultural sensitivity:

Employees of the Tribal enterprises must be culturally sensitive to the customs, traditions, practices and sovereign status of the Sauk-Suiattle Indian Tribe. Especially to the Indian Preference Policy of the Tribe.

Drug free workplace:

Sauk-Suiattle Tribal enterprises are drug-free workplaces. All employees are subject to a pre-employment drug screen and random drug screening as determined by the Manager.

Background Check:

All employees must be able to pass a background check.

This job description does not constitute an employment agreement between SSIT Trust Corporation and the employee, and is subject to change by SSIT TC as the needs of the Trust Corporation and the requirements of the job change.

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES

Proof of Tribal enrollment or Veteran's Status is required.