

**Job Class:** Exempt

**Reports To:** Retail Area Supervisor

**Job Summary:** The Retail Store Manager is responsible for the day-to-day operation of assigned retail store(s). It is the Retail Store Manager's responsibility to see that customers receive the high level of service Brewer Oil Co. expects its employees to deliver. This position is also responsible for store image, expense control, inventory level control, cash management, and shrink control.

**Essential Functions and Responsibilities:** *NOTE: Brewer Oil Co. unilaterally may change the requirements of this job description at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These include, but are not limited to, the following:*

- Ensure that stores are operated during company's desired hours, and that stores are sufficiently staffed to meet company and customer expectations concerning service and appearance
- Hire, train and supervise store employees
- Control merchandise inventory levels and shrink
- Safeguard all store monies
- Assign employees to routine and non-routine duties
- Accurately prepare daily store reports and input appropriate information into store computer
- Order and receive store merchandise
- Work closely with vendors and Retail Area Supervisor to enhance store merchandising effectiveness and increase sales
- Assist customers with inquiries and complaints
- Lock and secure the store when scheduled
- Encourage, assist, and train employees to become part of a motivated sales force
- Plan and prepare work schedules to include lunch and breaks
- Enforce company policies and procedures
- Perform other duties as assigned

**Required Qualifications (includes education, skills and experience):** *The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Minimum high school graduate, or equivalent
- Previous management experience beneficial
- Must maintain valid alcohol server certificate
- Able to develop and motivate a retail team
- Able to resolve complaints and problems as they arise from customers and employees
- Working knowledge of business math
- Working knowledge of computers and associated equipment
- Able to communicate verbally, and in writing

**Needed Attributes:**

- Communicative ability, problem solving ability
- Able to spend long hours at work
- Organized, creative, self motivated

**Working Conditions and Physical Effort:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- On call at all times
- Primary work location is in the store(s)
- Long hours sometimes required to fulfill duties and responsibilities
- Occasional overnight travel to company meetings
- Extended time standing to provide customer service

- Some lifting required during stocking and cleaning duties
- Must be able to lift and/or move up to 50 pounds
- All company locations are smoke and drug free
- Stores are open every day except Christmas, requiring evening, weekend and other holiday work as needed

I have read and understand the above job description. I verify that I meet the required qualifications and am able to perform the essential functions and responsibilities of this job description.

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Full Name (printed)

Signature

Date