

**RRCBC JOB DESCRIPTION**  
**CONVENIENCE STORE MANAGER**

Job Title:	<b>Store Manager</b>	Department:	<b>Pomo Pumps</b>
FSLA Status:	<b>Exempt</b>	Location:	<b>Pomo Pumps</b>
Reports to:	<b>Business Council</b>	<b>FULL-TIME</b>	
Salary Range	<b>DOE</b>	Updated:	<b>04/2017</b>

**SUMMARY OF DUTIES:** The Convenience Store Manager is responsible for the day to day store operations, including scheduling, training, supervising employees and assistant manager. The Convenience Store Manager is responsible for the store profits, and all controllable expenses including labor, inventory levels, cash and inventory shortages. Must be able to communicate in English, lift up to 50 pounds and be able to work a flexible schedule which would include: day, afternoon, evening shifts, weekends and holidays as necessary.

**ESSENTIAL DUTIES:**

Oversee the day to day operations of Pomo Pumps Gas Station and Convenience Store. To ensure operation is within the State Regulations.

- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Counting money and verifying the balance of clerks till reports (ZTAPE)
- Data entry of money count and balancing
- Fuel price adjustment and gas load data entry
- Bookkeeping and sales room report retrieval
- Preparing cash for Garda retrieval
- Ensuring safe is stocked and calibrated
- Store inventory and pricing
- Stocking store per schematics
- Placing store orders
- Gas pump maintenance and testing
- Veeder Root alarm logging and fuel level inspections
- Checking in vendors and verifying product count
- Requesting payment for vendors and verifying product count
- Requesting payment for vendors through the Tribal Office
- Scheduling employees
- Verifying clerk's daily tasks and completing inspection worksheet completion log
- Submitting payroll and receiving payroll through the Tribal Office
- General store upkeep, I.E., Scheduling, Maintenance, Janitorial and Repairs

**SPECIFIC REQUIREMENTS AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

Proficient in English, lift 50 pounds, minimum of three years Convenience Store Manager experience. Work with vendors keep store fully stocked, meet monthly with the RRCBC or as needed.

**WORK ENVIROMENT:**

- The majority of working hours will be spent on the sales floor 8+ hours, assisting customers.
- Times will also be spent in the stockroom and at the front registers.
- Shifts may vary from day to evening.
- Moderate to Heavy physical activity such as walking, standing, bending, stooping, and lifting boxes is required.
- Must be on call 24/7

**CONDITIONS OF EMPLOYMENT:**

- Employee will serve a 90-day probationary period
- California driver's license, and vehicle insurance
- Pass a drug screening test
- Minimum of 3 years' management experience in a convenience retail store operation.
- College Degree preference, High School Diploma or GED. Work experience may be substituted for education.

Native American Preference Applies: Preference given to qualified Native American's pursuant to the Indian Self-Determination and Education Act, public Law 93-638

**Disclaimer**

*The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time.*