



Manager – Eatonia Grocery

SECTION A: KEY JOB INFORMATION

Job Title:	Store Manager	Department:	Food
Local Co-op:	Kindersley & District	Function (*TIS Retail Only):	Choose an item.
Location:	Eatonia, SK	Reports to:	General Manager
Local Co-op Revenue:	72,000,000	Job Classification (Career Stream):	Mid Level Leadership
Revenue/Sales Volume (If Applicable):	\$720,000	Classification Level:	LDR 6
Safety Sensitive:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Retail Salary Band:	Band 6

SECTION B: ROLE OVERVIEW

In a 3-4 sentences, broadly describe the main purpose or function of the job. Indicate what is done and why (outcome).

Responsible for the oversight and management of a store with multiple product categories. Establish short-term strategies, goals, and objectives for the store in alignment with the strategic plan. Oversee the adherence to brand and merchandising standards, marketing efforts, image standards, safety, and asset protection. Prepares, administers, and is responsible for the achieving budgeted goals related to pricing, sales, margin, expenses, and inventory. Assigns sales objectives for each department and ensures store goals are met. Coaches and develops team members and team leaders, providing day to day direction and guidance, including performance management and training and development. Monitors customer satisfaction levels and identifies areas for improvement.

SECTION C: KEY JOB RESPONSIBILITIES/JOB TASKS

Describe the job's key (5-8) accountabilities in concise, comprehensive statements. Address what the incumbent does to achieve the job's main purpose. Also indicate the approximate % of time spent on each responsibility annually.

KEY RESPONSIBILITIES	TIME SPENT (%)
Responsible for the management, maintenance, and security of the store location and property. Provide operational direction and oversight in the implementation of programs and policies. Manages growth of sales to improve profitability and makes recommendations and oversees store pricing, promotions, and products. Provide recommendations for major maintenance repairs and expense items and ensure the store maintains proper housekeeping.	
Oversee adherence to brand and merchandising standards, marketing efforts, image standards, safety, and asset protection. Responsible for the procurement of merchandise and ensures all ordering schedules are followed and inventory control programs meet customer requirements. Provide guidance to Department Managers to promote the sale of slow moving merchandise and/or discontinue slow moving and obsolete lines. Responsible for ensuring the proper receiving and warehousing procedures are in effect.	
Prepare, administer, and achieve budgeted goals as it relates to the pricing, sales, margins, expenses, and inventory of the commodity. Develop, review, and obtain approval of annual operating budgets to ensure adherence and appropriate utilization of funds.	
Assigns sales objectives for each department and ensures store goals are met. Examine all operating statements for the store to ensure efficient operations and to address any concerns where necessary. Assumes direct responsibility for all cash handled in the store and ensure company procedures are followed in respect to purchase orders and accounts receivable. Responsible for the proper transferring and mark-down records as per company policy.	



Provide leadership to the team, including the recruitment, goal setting, performance management, training and development of team members. Promote and ensure adherence to brand and merchandising standards, marketing efforts, image standards, safety, and asset protection. Determines job processes/procedures and ensures on-the-job instructions and training of store employees.	
Responsible for building strong customer relationships and delivering solutions. Oversee and monitor client satisfaction levels, ensure customer issues are resolved, and identify areas for improvement. Participate in the development of products and services to improve profit and increase customer satisfaction. Actively engage in programs aimed at promoting good customer relations, increasing sales volume, and continually strive to improve store friendliness and customer service.	
Oversee the completion and follow through of all safety and environmental policies and procedures and ensure standards are achieved. Responsible for coordination and oversight of all safety, maintenance, and asset protection policies. Ensures compliance with applicable government standards, as well as ensuring the practice of safety regulations by store employees and customers to promote the elimination of hazardous conditions.	

SECTION D: LEADERSHIP

Indicate the titles of direct/indirect reports to the job and the responsibility for leadership. If the job does not have formal reports, indicate whether it has responsibility for informal guidance of others.

Direct Reports	Store employees (ex. Department Managers, etc.)
Indirect Reports <i>(positions reporting to this role through the direct reports above)</i>	Store employees (ex. Cashier/Clerks, etc.)
Guiding Others	

Indicate the type and level of supervision the job receives (i.e., how frequently is work discussed and feedback received?). Indicate what types of decisions are made independently and when work is referred to a supervisor/manager.

Supervision Received	
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SECTION E: QUALIFICATIONS

Indicate the minimum level of education, related experience, and other requirements required to meet the full requirements of the job.

Education	Grade 12
Related Experience	6 – 9 years of relevant experience, including 3 years of leadership experience. Please refer to the Classification Description for additional guidance
Other Requirements (designations, certifications, specialized training)	

APPROVALS

Prepared by:	Name:		Date:	
	Title:			
Approved by:	Name:		Date:	
	Title:			
HR Approval:	Name:		Date:	
	Title:			

