



FALLON TRIBAL DEVELOPMENT CORPORATION
OFFICIAL POSITION DESCRIPTION

Adopted/Revised:
12/18/2019

ASSISTANT STORE MANAGER

Division: **Retail** Class Code: **401**
Supervisor: **Convenience Store Manager** Pay Grade: **Grade 10**
FLSA Status: **Non-Exempt** (\$31,869.55-\$35,869.46/annually)/
(\$15.32-\$17.24/hour)

DESCRIPTION

Assists the manager with business operations and daily activities of the Fox Peak Convenience Store/Gas Station/Smoke Shop. Assists with employee work scheduling and coordination of the business operations to maintain a professional and profitable business, under the direct supervision of the manager.

DUTIES AND RESPONSIBILITIES

1. Responsible for the opening and closing of the convenient store/fuel station/smoke shop at designated hours.
2. Performs as assigned Clerk/Cashier job duties as needed.
3. Assists the manager with ordering and receiving merchandise and determining competitive pricing for a reasonable profit.
4. Prepares bank deposits and balances funds to the register receipts and submits to the manager.
5. Operates and maintains all store equipment according to safety procedures.
6. Responsible for maintaining the appearance of the store.
7. Responsible to be on-call in the absence of the manager.
8. Assists with supervising of subordinate staff; directs and delegates duties. Must communicate well with the general public, greet and assist all customers.
9. Assists in recording physical inventory on all merchandise and reporting to the manager.
10. Place orders and requisitions for merchandise approved by the manager.
11. Prepares requisitions for payments of all invoices with supporting documents, i.e., packing lists, receiving records, shipping documents to be approved by the manager.
12. Updates prices and run reports as requested by the manager, input of data entry of item information.
13. Performs "voids", researches records to assist subordinates in locating and reconciling errors associated with cash countdowns, vendor coupon reconciliation and by down activities.

14. Prepare spreadsheets for price comparisons, inventory and sales analysis as requested.
15. Prepares works schedules as directed.
16. Perform related assignments and other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, SKILLS:

1. An Associate Degree in Business Management, Accounting, Marketing or Management; or a minimum of two years experience in store management or business management, retail sales, bookkeeping and personnel supervision
2. Must have demonstrated management experience to include staff supervision, budget development and monitoring, purchasing, pricing and inventory control.
3. Demonstrated ability to lead, supervise and manage at least two (2) or more employees and demonstrated ability to handle money (cash, checks, charge cards, etc.) is required.
4. Must have ability to establish and maintain productive working relationships with staff, customers, management and sales representatives necessary to effectively carry out job duties and must be able to communicate verbally and in writing using clear and concise terms.
5. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
6. Must be willing to work flexible hours that will include evenings, weekends and holidays.
7. Must have a resident telephone and be able to meet strict work schedule start times.
8. Must maintain confidentiality in all business matters
9. Must abide by FTDC Personnel and Procedures
10. Must have a valid Nevada Driver's License and be insurable under the FTDC or Tribal insurance policies
11. Must pass a criminal background check
12. Must pass pre-employment and on-going random drug and alcohol testing
13. Applicant must be willing to pay for pre-employment drug testing
14. Physical Requirements: Frequently sit and stand; occasionally walk bend/stoop, reach above shoulder level, crouch, kneel and push/pull; carry or lift fifty (50) pounds of merchandise for stocking shelves and set up of displays.

GENERAL EMPLOYMENT INFORMATION

Fallon Paiute-Shoshone Tribe and Native American/Indian Preference. Employment preferences to members of the Fallon Paiute-Shoshone Tribe and to members of federally-recognized Indian Tribes shall apply to this position pursuant to the FTDC's Personnel Policies. Persons of Tribe and/or Indian ancestry and wish to claim these employment preferences should submit a copy of the Tribal Enrollment card/certification indicating the name of the Tribe they are enrolled with.

U.S. Veteran's Preference. Preference to opportunities to veterans honorably discharged from the United States Armed Forces shall apply to this position pursuant to the FTDC's Personnel Policies.

Equal Opportunity Employer. The Fallon Tribal Development Corporation does not discriminate on the basis of race, color, national original, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

Drug Free Workplace. The Fallon Tribal Development Corporation is a drug-free workplace. All employees are subject to a pre-employment drug test (at his/her own expense) and random drug screens.

Background Checks. All employees must be able to pass a background check per the FTDC's background check procedures.

Position Description Limitations. This position description does not constitute an employment agreement between FTDC and the employee, and is subject to change by the FTDC Board of Directors as the needs of FTDC and the requirements of the job change. This position description is not intended to present a descriptive list of the range of duties performed by any employee in this position and is not intended to reflect all duties performed within the position.

EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. I have read this position description (or had it read to me), and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of FTDC without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor or Human Resources. I understand that all evaluations and any pay increases will be based on my ability to perform the duties outlined in this position description. I have discussed any questions I may have about this position description prior to signing this form.

Employee's Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____

This acknowledgment will be placed in the employee's personnel file.