



FALLON TRIBAL DEVELOPMENT CORPORATION  
**OFFICIAL POSITION DESCRIPTION**

Adopted/Revised:  
August 2019

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**CONVENIENCE STORE MANAGER**

Division:	<b>FTDC</b>	Class Code:	<b>503</b>
Supervisor:	<b>Economic Development Director</b>	Pay Grade:	<b>Grade 16</b> <b>(\$45,448.00-\$51,147.20/annually</b> <b>\$21.85-\$24.59/hourly)</b>
FLSA Status:	<b>Exempt</b>		

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**DESCRIPTION**

The Convenience Store Manager is responsible for providing trained staff, scheduling staff, ordering, purchasing, budgeting, displaying and selling products at a profit, that are in demand by the general public. Shall be responsible to perform all duties as a day to day working manager and shall work behind the counter as a clerk when needed and perform all duties as needed.

**DUTIES AND RESPONSIBILITIES**

1. Supervision of staff including, hiring process, training, discipline, scheduling, leave request, and complete evaluation as required.
2. Develop and maintain a list of vendors that will provide products in a timely manner, at a favorable price.
3. Responsible for insuring accurate till reconciliation.
4. Develop and monitor budgets and provide reports as assigned.
5. Order, receive, price and stock merchandise.
6. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
7. Maintain an inventory control system to permit receipt of orders to arrive before stock depletion, using first in, first out method software.
8. Analyze and accurately report financial and statistical data, based on daily operations.
9. Insure cleanliness of the building and grounds, to maintain attractiveness, as well as safety.
10. Complete a physical inventory of all the stock on an annual basis.
11. Must maintain an acceptable attendance record and must be reliable.
12. Must attend all trainings provided by the employer, as well as all meetings as required by the employer.
13. Must adhere to all established rules, regulations, procedures, and policies of the Fallon Tribal Development Corporation and, as applicable, the Fallon Paiute-Shoshone Tribe.

14. Must participate in the employee random drug-testing program.
15. All other duties as assigned by the employer.

**REQUIRED KNOWLEDGE, ABILITIES, SKILLS:**

1. An Associate Degree in Business Management, Business Administration, or Hospitality Management with two years previous successful experience supervising and managing a retail business operation required OR, a High School Diploma or GED with five (5) years experience previous successful experience supervising and managing a retail business operation is required.
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.***