

## **JOB DESCRIPTION STORE MANAGER**

This position requires the ability to complete all duties related to running a community store and in addition capable of expanding store with the installation and operation of a commercial kitchen in the future.

Duties include but not limited to;

1. Ordering and maintaining stock levels at reasonable holdings without over stocking leading to out of dates and subsequent wastage. This includes recording stock purchases in MYOB RetailManager accurately and sending all invoices to bookkeeper for payment.
2. Negotiating with current and new suppliers to ensure economical buying costs to enable adequate profit margins are maintained without applying excessive sale prices. This is a community store and there needs to be a balance between profit and community service.
3. Able to identify stock items suitable for sale in community and respond to community needs as conveyed to the manager from time to time.
4. Ensure that healthy food options are always available and encourage the purchase of these items through adequate promotion and display.
5. Maintain accurate sale/income records using MYOB RetailManager and other tools supplied for this purpose. Banking to be completed on a regular basis and thorough reconcilable records kept for audit purposes.
6. Complete all reports as requested by the bookkeeper in a timely manner. Submit timesheets as required.
7. Complete full training of indigenous staff to a high level. Empowering them with the knowledge to be able to manage.
8. Maintain staff levels and hours worked to best keep labour costs to an acceptable level. Complete rosters in line with regular work loads keeping in mind future events and community activities.
9. Liaise with the community board in relation to store direction, hours and future development. Keep board informed and involved in plans for development of commercial kitchen.
10. Take direction from the community board as necessary.
11. Ensure store is clean, neat and tidy and that work place health and safety procedures are adhered to at all times.