

SUPPLEMENTAL JOB DESCRIPTION

Classification: Retail Store Manager II
Position Title: Retail Store Manager II
Position Number: (GROUP)

Function Code: 7692077
Date Established: 8/15/88
Date of Last Amendment: 5/5/11

SCOPE OF WORK: To supervise and participate in the daily working operations of a retail store to ensure customer satisfaction, maximize profits and implement all commission policies.

ESSENTIAL ACCOUNTABILITIES:

- Schedules assignments and reviews work of store personnel for accuracy.
- Provides on going training concerning routine operations and work procedures to retail store employees.
- Monitors the movement of all store inventory and periodically counts product to verify accuracy and adjusts absolutes to achieve maximum sales.
- Studies sales trends furnished by data processing print outs.
- Process customer sales, verifies register sales and makes bank deposits.
- Prepares and transmits regular and special reports covering sales, stock, deposits and other activities.
- Evaluates store personnel performance.
- Monitors and maintains customer relations by providing product knowledge, clean stores and adequate stock.
- Serves as a retail store clerk when necessary.
- On occasion is assigned to work in other stores requiring travel to store location
- Acts as a store manager in a small volume retail environment or as occasional manager in a large volume retail environment
- Supervises staff up to the Retail Store Clerk II level, schedules assignments of full and part-time employees, and reviews work of store personnel for accuracy.
- Assumes responsibility for all levels of inventory control and security (fraud deterrence).
- Assumes responsibility for merchandising the retail sales area of the store to follow NH State Liquor Commission guidelines, to include making determinations on special merchandise displays, keeping in mind customer preference and demand.

MINIMUM QUALIFICATIONS:

1. Qualifications as listed on the job class specification.

License/Certification: Possession of a valid driver’s license required.

SPECIAL QUALIFICATIONS: Frequent physical effort required in continuous lifting of material up to 25 pounds with frequent lifting of cases of liquor weighing up to 60 pounds.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee’s Name & Signature

Date Reviewed

Supervisor’s Name & Title: _____

Supervisor’s Signature

Date Reviewed

Jennifer J. Elberfeld
MR

5-5-11

Division of Personnel

Date Reviewed