

Kudler Fine Foods

Job Description

Store Manager

Manages retail store engaged in selling gourmet foods by performing the following duties personally or through subordinate supervisors.

Essential Duties

1. Supervises the following employees.
 - a. Assistant store manager (2)
 - b. Department manager – produce & foodstuffs
 - c. Department manager – spirits, cheeses & wines
 - d. Department manager – meats & seafood
 - e. Department manager – bakery & pastries
 - f. Cashiers, baggers, stockers & clerks
2. Manages store within established budgets and operating guidelines.
3. Plans and prepares work schedules and assigns employees to specific duties.
4. Formulates pricing policies on merchandise in conjunction with corporate guidance.
5. Coordinates sales promotion activities and prepares, or directs workers preparing, merchandise displays and advertising copy.
6. Supervises employees engaged in sales work, taking care of inventories, reconciling cash with sales receipts, keeping operating records, or preparing daily record of transactions for Finance department. Fills in for employees when required.
7. Prepares requisitions to replenish merchandise on hand.
8. Ensure compliance of employees with established security, sales, and recordkeeping procedures and practices.
9. Answers customer complaints or inquiries.
10. Locks and secures store.

Required Qualifications and Experience

The store manager must have an excellent understanding and knowledge of gourmet foods. In addition, must have prior retail experience in a management role.