

## Kudler Fine Foods

### Job Description

#### **Assistant Store Manager**

Supervises and coordinates activities of workers in department of food store.  
Assists store manager in daily operations of store.

#### **Essential Duties**

1. Assigns duties to workers and schedules break periods, work hours, and vacations.
2. Train workers in store policies, department procedures, and job duties.
3. Orders merchandise, supplies, and equipment.
4. Records delivery of merchandise, compares record with merchandise ordered, and reports discrepancies to control costs and maintain correct inventory levels.
5. Inspects merchandise to ensure it is correctly priced and displayed.
6. Recommends additions to or deletions of merchandise to be sold in departments.
7. Prepares sales and inventory reports.
8. Listens to customer complaints, examines returned merchandise, and resolves problems to restore and promote good public relations.
9. Assists sales workers in completing difficult sales.
10. Sells merchandise.
11. Installs and removes department cash-register-receipt tape and audits cash receipts.

#### **Required Qualifications and Experience**

The assistant store manager must have retail experience and must be familiar with all of the departments in the store. He/she must be knowledgeable about products and their use, and should be able to answer customer questions about products in the store.