

Assistant Store Manager

The Assistant Manager works closely with the Store Manager to lead team members in the execution of all duties pertaining to store operations. The Assistant Manager is responsible for customer and team member satisfaction, brand standards, and meeting budgeted sales and profitability. He or she is responsible for assisting in training and development of team members at the location. As implied in our motto: “Where the Customer Drives Our Business”, he or she will display a sense of customer service urgency and will take ownership in the execution of all duties.

Duties and Responsibilities:

- Develop and train Team Members
- Complete daily bank deposits and cash reconciliations.
- Order and replenish stock from multiple vendor sources as delegated by the Store Manager.
- Complete daily sales and merchandise reports on Store Manager’s days off.
- Assure that the store is in a safe, sanitary, and “sales ready state” inside and out, at all times.
- Check that merchandise and food pricing is accurate and all price book issues are up to date.
- Engage empathetically in employee and customer concerns in order to foster industry leading internal and external relationships.
- Execute all loss prevention activities and control shrink.
- Complete competitive fuel surveys and execute gasoline and diesel fuel retail price changes on Manager’s days off.

Requirements:

- Must be people oriented and enjoy dealing with the public.
- Must be able to work days, nights, weekends and holidays in order to alternate shifts with the Store Manager.
- Ensure 100% age compliance for tobacco/alcohol sales
- Excellent interpersonal skills and must be able to lead by example.
- Must be a good listener and able to take decisive and fair corrective actions.
- High School graduate or equivalent work experience.
- Ability to lift, push or pull 50 pounds
- Ability to stand for extended periods with limited interruption for up to 9 hours.
- Ability to use and be trained extensively on a desktop computer.
- Good math, verbal, and written skills.
- Ability to handle multiple tasks simultaneously and prioritize the activities of self and others to maximize sales and minimize losses.
- You must be willing to roll up your sleeves and get your hands dirty. We clean everything including bathrooms, gas pumps, parking lots, sinks, and floors.
- Be able to tolerate temperature extremes and work in a walk in cooler and/or freezer.

Goose Creek reserves the right to add or change responsibilities at any time.