



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



Position: Convenience Store Manager
Salary: Commensurate with Education and Experience
Hours: 40 hours per week – Evenings and weekends required

Job Summary:

The Convenience Store (C-Store) Manager is responsible for all store operations, the achievement of sales and profit objectives, and the development and execution of programs which maximize customer service.

Duties/Responsibilities:

- Provide day-to-day leadership and support regarding operational issues including staffing, scheduling, shipping and receiving, safety, housekeeping and maintenance, bookkeeping and cashier functions and adherence to standard policies and procedures.
- Plan and prepare work schedules and assign specific duties to employees.
- Assist in the development and execution of programs, policies and practices related to customer service training.
- Achieve objectives related so sales, gross margin, expenses and net profit contribution as established for the store.
- Direct and participate in the stocking and merchandising of the sales floor including maximizing capacity of selling fixtures, visual presentations and floor models.
- Develop and execute programs and practices which foster high motivation and high productivity in a customer driven culture.
- Ensure personnel actions are consistent, organized, timely thorough, fair, and legal.
- Safeguard all assets at all times.
- Maintain consistent performance standards for all employees. Identify and analyze problems and develop appropriate solutions.
- Maintain employee store related records.
- Maintain good communication with assistant managers, co-workers and maintain a positive and professional work environment
- Keep all areas of the facility in excellent condition at all times.
- Help establish a youth council.
- Complete other duties as assigned.

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Qualifications:

- High School, or HSED diploma or GED Certification is required (Associates preferred).
- Five (5) years management experience in customer service, operations or sales, or equivalent combination of education and experience.
- Pass a background check and pre-employment drug screen.
- Knowledge of all convenience store related equipment – cash registers, check cashing equipment, charge card machines.
- Excellent organizational skills.
- Ability to establish and maintain productive working relationships with all employees.
- Valid driver's license.
- Mature individual who is able to make sound business decisions.
- Knowledge of accounting and basic bookkeeping practices.
- Ability to provide exceptional customer service.
- Possess leadership skills.

Physical Demands:

While performing the duties of this job, the employee regularly is require to stand, use hands, reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

Evening and weekend hours are expected for complete supervision of the store.

Native American preference is granted according to PL 93-638

Submit completed applications/resumes to:

Sokaogon Chippewa Community

Donna Vodar, HR Director

3051 Sand Lake Road

Crandon WI 54520

Email: donna.vodar@scc-nsn.gov

Posting Date: August 21, 2018

Closing Date: September 11, 2018

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