

## ***Todd Energy Corporation Job Description – Store Managers & Assistant Store Managers***

In addition to being able to perform all the duties of a Customer Service Representative, managers must also be able to demonstrate proficiency in the following duties & responsibilities:

- Be able to properly supervise the activities of all CSR's assigned to your shift.
- Demonstrate the ability to manage and solve problems on the job as they arise.
- Monitor and adjust fuel pricing according to company policies and guidelines.
- Maintain compliance with all promotional sales and store merchandising.
- Regularly audit & confirm product prices are current and correct.
- Oversee periodic inventory audits and reporting of same to accounting.
- Be able to manage product ordering and supply at efficient margins and quantities.
- Perform end of day/end of month and close out reports for all sales transactions.
- Review and facilitate the reporting of all vendor activities and accounts payable tasks.
- Review and facilitate the reporting of all payroll functions.
- Conform to and comply with all cash management policies and procedures.
- Ensure compliance with all company policies and procedures.
- Perform other tasks identified and assigned by the store ownership.

### ***Requirements for the Job***

The following constitute “essential functions” of the job:

- Be proficient to read, understand, and write the English language at the high school level.
- Perform arithmetic calculations at the eighth-grade level to make change, complete shift reports, and account for a variety of products during vendor check-in.
- Have sufficient visual acuity to check identification for alcohol and tobacco sale compliance.
- Read and understand instructions for operating electronic cash register and other equipment.
- Be able to lift 50 pounds, and carry cases of milk cartons and soft drinks, beer and juice containers including the ability to stock shelves and coolers.
- Can react to a fire by lifting a fire extinguisher and using it to extinguish a fire.
- Can tolerate exposure to gasoline fumes and cleaning products.
- Can climb a ladder to clean windows and high shelves.
- Sweep, mop floors, dust shelves, lift and carry out trash containers to place in an outside bin.
- Can clean the parking lot and ground surrounding the convenience store.
- Can enter and work in a refrigerator walk-in cooler as needed.

### ***Disclaimer***

The list of requirements, duties, and responsibilities listed above is by no means a complete list. It is merely a general summary for the position described. Management reserves the right to revise or change this position description at any time. In addition, please note that we accept applications for this position on an on-going basis to build a talent pool of potential candidates. When a position becomes available, we will review applicants at that time. Due to the high volume of applications we receive, only those candidates selected for interviews will be contacted.