

JOB DESCRIPTION

POSITION: *STORE MANAGER*

POSITION SUMMARY: *RESPONSIBLE FOR TOTAL DEERING LUMBER LOCATION SALES AND OPERATIONS TO INCLUDE: STORE, YARD, DELIVERY, INSIDE SALES, SAFETY, MAINTENANCE, SECURITY, PRODUCTIVITY, AND SETTING WORK OBJECTIVES IN THESE AREAS.*

ORGANIZATION POSITION: *REPORTS TO COMPANY PRESIDENT*

RESPONSIBILITIES & DUTIES:

- Responsible for planning, creation, and achievement of all sales, safety, and operational budgets, goals, and objectives, in consultation with the Company President. Achieve or exceed industry best practice benchmarks in areas of responsibility.
- Responsible for safety and security of location including: personnel, buildings, vehicles, and equipment, training and goal setting. Conducts periodic inspections, observes and enforces procedures in relation to above.
- Responsible for all aspects of staffing, supervision, productivity, communication, and results of all store personnel. Includes: safety, planning & setting work objectives, training & motivation of store personnel, setting and maintaining a high level of staff moral, fostering excellent teamwork, while maintaining clear & consistent communications in all above items. Recommends hiring, promotions, demotions, and releases of personnel. Recommends salary changes for personnel. Prepares job and position descriptions.
- Responsible for planning, development, and implementation of all store location sales and operations efforts from; clinics, merchandising, seasonal transitions and estimating inside sales staff quoting, building / grounds and equipment and vehicle maintenance, janitorial services, equipment supplies, capital needs, etc. for store and yard location.
- Responsible for internal and external customer relations and public relations. Routinely displays exemplary customer service to external and internal customers.
- Routinely displays a continuous improvement mindset and uses innovation to help evolve Deering Lumber to be as efficient, effective and profitable as possible for its customers, staff, and company.
- Awareness of competition and communication of competitive activity with staff. Keeps up to date on current market conditions and regularly provides input / feedback on how to improve Deering Lumber and its customers businesses in light of the market conditions.
- Responsible for prompt and proper processing of all paperwork, cash, credits, etc. to office according to established policies.
- Responsible for all aspects of store's estimating, inside sales staff quoting, receiving, handling, warehousing, stocking, shipping, inventory, and returns of all inventory, inventory counts and low stock alerts to purchasing.
- Make recommendations for updating and improving productivity, procedures, and policies.
- Implement accident investigation process to help determine root cause of accident or damage.
- Conduct documented new employee orientation including safe work procedures.
- Implement the company's progressive disciplinary policy when appropriate.
- Other duties as assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and move about all areas of the store and yard for extended periods of time. May be required to ascend and descend stairs, to assist customers in manually loading and unloading material from storage areas inside and outside of the store. Must be able to communicate clearly, use hands to write, to operate a computer and printer and use telephone communication devices. The employee may be required to regularly lift and/or move up to 100 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties and skills required of personnel assigned to this position.