

# CHEVRON CONVENIENCE STORE MANAGER

## Position Announcement

(Open)

### JOB SUMMARY:

The Manager is responsible for the leadership, management vision, and overall success of the Red Cliffs Chevron Station and Convenience Store. The Manager is responsible to ensure the facility has the proper controls, reporting, and people in place to effectively and efficiently grow the business to ensure profitability, and a positive customer experience.

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<b>TITLE:</b>	Manager
<b>DEPARTMENT:</b>	Tribal Enterprises
<b>SUPERVISOR:</b>	Tribal Administrator
<b>OPENS:</b>	February 22, 2017
<b>CLOSES:</b>	Open Until Filled
<b>STATUS:</b>	Full-Time, Permanent/Benefits after 90 days
<b>SALARY:</b>	Negotiable/DOE

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### DUTIES & RESPONSIBILITIES:

- Oversees the day-to-day activities of the Red Cliffs Chevron Station and Convenience Store.
- Is responsible for all personnel management including, but not limited to, selection, performance appraisals, professional development, and termination. Responsible for scheduling of personnel and making sure management is present or available by phone for all shifts.
- Directs and coordinates all business activities, including pricing, sales, and distribution of products. Continually/daily train staff on customer service delivery.
- Ensures the timely and accurate delivery of invoices, check requests, weekly and monthly reports. This includes a monthly oral report to Tribal Council. Have a clear understanding of the store budget and revenue.
- Reviews financial statements, sales and activity reports and other performance data to measure productivity and goal achievement.
- Ensures a clean and safe work environment for employees and customers.
- Implement improvements and cost containment to assure profitability and success of the business.
- Ensures all policies and procedures are followed.
- Responsible for store inventory, point-of-sales accurate recordkeeping, and sound money management practices.
- Ensure accurate inventories are done on a regular basis.
- Works to develop and maintain productive business relations with vendors, suppliers, and all business partners. Stay Current with industry trends.
- Ensure store assets are properly maintained.
- Know and follow all applicable OSHA, federal, and tribal laws and regulations.
- All other duties as assigned or required.

### MINIMUM QUALIFICATIONS:

- Two years related experience in retail and/or convenience store management.
- Experience in supervision and retail operations with a strong background in sales and marketing is preferred.
- Must be knowledgeable regarding setting adequate profit margins and gas prices. Be proficient in designing and following an appropriate budget to maintain profit margins.

- Working knowledge of convenience store ordering systems, prefer experience with SSCS, Chevron systems and Core Mark. Must know how to research and follow market trends.
- Have ability to create spreadsheets showing daily, weekly, and monthly reports; reconciliation of multiple cash drawers and daily cash drops. Cash handling accuracy a must.
- Strong understanding of ATM machines and how they must be maintained.
- Must possess computer skills with experience in business software such as Excel and Word.
- Proficient in oral and written communication.
- Ability to stand and/or walk for an entire shift and occasionally lift and/or carry up to 60 pounds.
- Ability to push/pull with arms up to a force of 20 pounds; bend at waist with some twisting; grasp, reach and manipulate objects with hands up to all day.
- Must be willing to work a flexible schedule including evenings, weekends, and holidays.
- Must have a high school diploma or GED.
- Must pass a fingerprint/criminal background check and pre-employment drug testing.
- Must have a valid driver's license with a good driving record and be insurable.

**DRUG-FREE WORKPLACE POLICY:**

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online at [www.kaibabpaiute-nsn.gov](http://www.kaibabpaiute-nsn.gov) or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration. For more information, contact the Human Resource Director at (928) 643-7245. **Only completed applications will be accepted.** All applications must have a copy of the following to be considered: requested education requirement verifications, driver's license, 36 month driving record and two completed fingerprint cards (available at the Human Resource Office).

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND  
ADHERES TO THE INDIAN PREFERENCE ACT