



Employee Requisition Form

Position to Be Filled: Yokut Gas Assistant Manager

Purpose: : Responsible for managing of day-to-day retail business operations and ensuring quality products and services for guests

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain cash inventory and expense control at satisfactory levels.
- Monitors daily and monthly expenses, reports variances and adjust expenditures as needed.
- Supervises all areas of the day-to-day operations and is on call as needed.
- Ensures shifts are full staffed, filling in the absent employees when necessary.
- Directs merchandise and promotional activities to increase revenues. Increase sales by ensuring employees comply with suggestive selling program.
- Ensures staff are enforcing all company standards, policies, and guidelines; in addition to all state and local laws concerning the sales of tobacco, tobacco products, alcohol.
- Maintains a consistent and regular attendance record.
- Properly trains team members.
- Monitors associate’s performance during their shift. Providing coaching and counseling when necessary.
- Complete and issue performance reviews.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- High school diploma or general education degree (GED) required.
- 3 years supervising or management experience.
- 2 years convenience store experience.
- Any other duties as assigned.

Reports To: Yokut Gas Manager
 Approximate Hours: Full-Time
 Filling Deadline: Open Until Filled

