



Employee Requisition Form

Position to Be Filled: Yokut Gas Manager

Purpose: Responsible for the operation of a profitable, clean, well-merchandised convenience store and maintaining all functions of the gas station.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensures all customers receive the highest level of customer service including greeting, suggestive selling, thanks, and return, while maintaining the highest degree of professionalism.
Hires, trains, and develops store employees to maximize their potential for growth within the company.
Ensures shifts are fully staffed, filling in for absent employees when necessary.
Directs merchandise and promotional activities to increase revenues. Increases sales by ensuring employees comply with suggestive selling program. Meets or exceeds budgetary goals, guidelines, and objectives.
Ensures store associates are enforcing all company standards, policies, and guidelines; in addition to all state and local laws concerning the sale of tobacco, tobacco products, alcohol, and with various aspects of gaming provided by Yokut Gas for customers, specifically Gaming Machines, customer assistance, and minor technical issues.
Participate in the preparation and implementation of the annual operating budget for assigned venue, monitor expenditures to plan, and report variances.
Maintains a consistent and regular attendance record.
Properly trains team members.
Ensure compliance with all Human Resource policies and procedure, promote an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
Minimum of 3 years Supervisory experience.
Minimum of 3-5 years related experience or equivalent combination of education and experience.
Minimum 2 years Prior Convenience store.
Store Management experience required.
Demonstrated ability to develop and manage staff.
Excellent planning and organization skills.
Any other duties as assigned.

Reports To: F&B Operations Manager
Approximate Hours: Full Time
Filling Deadline: Open Until Fill

