



# Augusta Cooperative Farm Bureau, Inc.

<b>Job Title:</b>	Management Trainee	<b>Job Status:</b>	Full Time
<b>Department/Group:</b>	Staunton Store	<b>Reports To:</b>	Store Manager
<b>FLSA Status:</b>	Non-Exempt	<b>Travel Required:</b>	1-5%
<b>Job Category:</b>	Management	<b>Positions Supervised:</b>	To Be Determined
<b>Work Schedule:</b>	Monday – Friday; every other Saturday with a day off during the week; as needed		

**Job Summary:**

We are seeking an eager, motivated management trainee to join our growing organization. In this position, you will be given the unique opportunity to gain the knowledge and experience required for promotion to management positions under direction of experienced personnel.

**Job Description**

**TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.**

**ESSENTIAL FUNCTIONS**

- Receive training and perform duties in several departments such as clothing, hardware and animal health
- Learn various staff functions, including operations and company policies and procedures
- Assist Management in directing, planning, or implementing policies, objectives, or activities of store to ensure continuing operations, to maximize returns on investments, or to increase productivity
- Analyze reports to control for inventory, personnel and expenses; prepare budget reports for approval
- Be available in the store to assist customers and fill in for employees as needed
- Engage and motivate sales staff to achieve key goals, and performance expectations
- Must adhere to all safety rules and regulations
- Other duties as assigned

**PREFERRED SKILLS**

- Supervisory
- Conflict Resolution
- Communication Skills
- Delegation
- Team Building
- Emotional Intelligence
- Interviewing
- Innovative

**PREFERRED EDUCATION AND OTHER SKILLS**

- High school diploma or equivalent
- Proficient in Microsoft Office: Outlook, Word and Excel
- Must be able to speak, read, write and comprehend English

**ADDITIONAL NOTES**

This job description reflects management’s assignment of essential and central functions of this job; It does not restrict management’s rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.

<b>Physical Demands:</b>			
This is a physically active position, frequently walking and standing. As this a farm store, applicant may be required to assist customers loading feed bags up to 50lb.			
<b>Work Environment:</b>			
This job operates within a retail store, including the outside dock and yard.			
Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated/Reviewed:	08/22/2019		