

Augusta Cooperative Farm Bureau, Inc.

Job Title:	Branch Store Manager	Job Status:	Full Time
Department/Group:	WF Paulett	Reports To:	Retail Operations Manager
FLSA Status:	Exempt	Travel Required:	Occasional
Job Category:	Management	Positions Supervised:	Assistant Store Manager, Store and Warehouse Employees
Work Schedule:	Monday - Friday; every other Saturday with a day off during that week; as needed.		
Job Summary:			
Determine and formulate policies and provide overall direction of branch store within guidelines set up by the General Manager. Plan, direct, or coordinate operational activities of branch store with assistance from assistant store manager and subordinate employees.			
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			
<ul style="list-style-type: none">• Direct, plan, or implement policies, objectives, or activities of branch store to ensure continuing operations, to maximize returns on investments, or to increase productivity.• Direct or coordinate activities of businesses or departments concerned with production, pricing, sales, or distribution of products.• Analyze reports to control for inventory, personnel, and expenses; Prepare budget reports for approval.• Appoint department heads or managers and assign or delegate responsibilities to them.• Conduct investigations and corrective actions to resolve departmental and personnel problems within store; Coordinate with Human Resources on matters that involve legal.• Refer major policy matters to Retail Operations Manager and General Manager for final decisions.• Represent organizations or promote their objectives at official functions or delegate representatives to do so.• Be available in the store to assist customers with concerns; fill in for employees as needed.• Other duties as assigned.			
COMPETENCY STATEMENTS			
<ul style="list-style-type: none">• Working Under Pressure - Ability to complete assigned tasks under stressful situations.• Decision Making - Ability to make critical decisions while following company procedures.• Strategic Planning - Ability to develop a vision for the future and create a culture in which the long range goals can be achieved.• Innovative - Ability to look beyond the standard solutions.• Delegating Responsibility - Ability to allocate authority and/or task responsibility to appropriate people.• Business Acumen - Ability to grasp and understand business concepts and issues.• Autonomy - Ability to work independently with minimal supervision.• Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.• Communication, Oral - Ability to communicate effectively with others using the spoken word.• Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.			

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Proficient with Microsoft Windows.
- Ability to learn new software and programs as needed.
- Must be able to speak, read, write and comprehend English
- 1 year plus experience is preferred.
- Background in agriculture is preferred.

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. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

Physical Demands:

This job requires frequent standing, walking, and sitting. This position also includes occasional reaching outward and above the shoulder and lifting/carrying and/or pushing/pulling up to 100 lbs.

Work Environment:

Retail Store; office space provided within store

Employee Signature:		Date:	
Supervisor Signature:			
Last Updated:	08/12/2019		