

## Assistant Manager (Medicine Creek Café)

### **Summary/Objective**

- The assistant manager is responsible for establishing and maintaining guest services. The position is responsible for the various tasks involved in the overall operation of the store, including measuring business trends and maximizing sales/profitability by developing staff and by controlling expenses, shortages and all aspects of merchandising and inventory control.

### **Essential Functions**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ensures that each guest receives outstanding guest service by providing a guest-friendly environment, including greeting and acknowledging every guest and by maintaining outstanding standards, solid product knowledge and all other components of guest services.
- Recruits, trains, develops and communicates with all staff as well as assesses performance on a regular basis.
- Implements and maintains guest service standards.
- Maintains all merchandising standards, display presentations and signing standards and monitors inventory levels.
- Plans and assigns daily goals, tasks and assignments.
- Ensures proper completion through follow-up. Assists in monitoring sales performance through the analysis of sales reports and comparison shopping.
- Assists in adjusting strategies.
- Maintains adherence to all company policies and procedures.
- Manages all office tasks, including management of funds and media, receiving, inventory and payroll.
- Performs any other duties as assigned by supervisor.

### **Competencies**

- Problem Solving/Analysis.
- Leadership.
- Teamwork Orientation.
- Customer/Client Focus.
- Initiative.
- Time Management.
- Communication Proficiency.
- Technical Capacity.

### **Supervisory Responsibility**

- This position manages all employees of the department and is responsible for leadership of the employees within its department.

**Physical Demands**

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This job requires the employee to lift at least 25 pounds infrequently.

**Position Type/Expected Hours of Work**

- This is a full-time position. Must be able to work weekends.

**Required Education and Experience**

- High school diploma or equivalent.

*Megan Peterson*

Human Resources Manager

Medicine Creek Enterprise Corporation

Office: 360-464-2893

Cell: 253-312-3803