

## **Assistant Store Manager- Fleet Feet Rochester**

**Reports to:** Store Manager/General Manager

### **General Summary:**

The Assistant Manager aids in the management of the retail store consistent with the short and long term interests of the company, its employees and the local environment in which we work and live. He/she will consistently provide our customers with the highest level of service possible and assist the Manager in achieving budgeted revenue goals and monitoring expenses. The Assistant Manager should aim to educate and inspire our employees and customers while modeling our Core Values.

### **Broad Responsibilities:**

- Instill in employees the importance of exceptional customer service and the proper FIT
- Monitor the labor schedule to ensure that the store payroll goals are met
- Assume responsibility for opening and closing the store and securing all assets
- Maintain an efficient supply ordering system
- Maintain store security including building security and cash handling
- Maintain a clean and presentable sales floor and back stock area at all times
- Assist Manager in monitoring timeclock and prepare timecards for payroll processing
- Prepare and complete bank deposits
- Inspire employees so that each person contributes to the productivity of the store
- Ensure staff compliance to all company policies and address any non-compliance
- Delegate work load appropriately and effectively
- Oversee new hire training for employees
- Assist in performance evaluation and goal assessment with FIT staff
- Provide Store manager with updates on the progress of the store and staff
- Ensure all store information is communicated in a timely manner.
- Provide an "open door" policy where employees are free to express their concerns and feelings without fear of retribution
- Maintain safe working conditions for employees and customers
- Perform additional duties as assigned

### **Requirements**

- Able to stand/walk for extended periods of time
- Able to safely lift boxes up to 50 lbs.
- Available to work flexible store schedule based on needs of the business, including evenings and weekends
- Some travel may be required

### **Educational/Experience**

- Previous retail sales and supervisory experience required
- Running footwear, apparel, and accessory product knowledge desired
- Excellent communication and organizational skills
- Excel and Word proficient
- Able to train and delegate effectively
- Ability to work within a team