



POSITION DESCRIPTION –TRAVEL CENTER ASSISTANT MANAGER

Reports To: Store Manager

Department: Administration

Status: Non-Exempt

Salary Range: DOE

Summary & Scope of Position:

Provide logistic and HR support to the manager. Handle and coordinate the many aspects of work at a busy gas station. Ensure that the inventory is stocked, oversee cashiers, tenants, vendors and customers. Lead employees in customer service. Direct and assist in the completion of all employee's daily tasks.

Primary Responsibilities:

1. Assist the gas station manager in handling the day to day operations of the gas station and convenience store.
2. Oversee the work of cashiers and tenants
3. Perform all duties of a store cashier and tenant as needed
4. Establish professional relationships with vendors ensuring goods are delivered in a time efficient manner
5. Order and receive merchandise
6. Oversee inventory and stocking activities
7. Constantly monitor surroundings and provide recommendations
8. Assist in training personnel
9. Act as manager temporarily when manager is out.
10. Assist in completion of all Daily, Weekly, Monthly Task Sheets
11. Perform other duties assigned by Store Manager

Requirements and Qualifications:

1. High School Diploma or GED and several years of retail experience.
2. Knowledge of general computer skills such as word processing, spreadsheets, internet, e-mail, Etc.
3. Valid California Driver's License with clean DMV printout and Proof of Insurance.
4. Dependable Transportation.
5. Complete Drug Screening.

IN ACCORDANCE WITH TITLE VII 1964 CIVIL RIGHTS ACT, SECTION 701(b) and 703(I), PREFERENCE IN FILLING ALL VACANCIES WILL BE GIVEN TO QUALIFIED NATIVE AMERICAN CANDIDATES.

(Approval Signature)

(Date)

(Employee Signature)

(Date)