

## Store Manager Job Description

Job: This position is an additional opportunity for a camp marshall seasonal employee who already holds another position and is looking for additional paid duties. This position is a seasonal summer only position. This person is responsible for the Camp General Store. This store is a small candy/snack store that provides a variety of snacks/drinks to the campers and staff that are available for purchase. This person is responsible for helping stock the store from shopping to organizing. The store manager must work closely with the Office Staff to communicate stock levels, ensure accurate pricing of items as well as manage money and accuracy of records for accounts for all campers and staff.

### Job Responsibilities:

- Stocking and restocking all items as needed and ensuring that the store is neat, clean, and well organized at all times
- Ensuring all food items are properly secured as to prevent waste or spoilage
- Keeping an accurate inventory of all store products
- Ensure all store merchandise is paid for and theft does not occur
- Maintain the General Store area clean and neat prior to opening and after closing
- Must have organization skills to ensure the store is neat and organized at all times to make general operations run smoothly
- Computer skills with Excel/Google Sheets to manage all camper/staff accounts on a daily basis and report to office staff at the end of each day
- Follow all rules/regulations of the General Store set forth by the Admin Team at all times

### Job Requirements:

- Must be 18 years of age or older
- Must complete and pass a CORI/SORI/NSOR (provided by Camp)
- Must be CPR/First Aid certified (Camp can provide training if not currently certified)
- Follow all Camp Marshall policies and procedures at all times
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting at least 20 lbs.