

Riesbeck Food Markets, Inc. is currently accepting resumes for the position of Store Operator at our New Martinsville location!

Seeking talented and hard working individual with retail management experience and terrific people skills to join the Riesbeck's family.

Please see the job description below and send all resumes and inquiries to: [AskHR@riesbeckfoods.com](mailto:AskHR@riesbeckfoods.com). Deadline is August 31, 2021.

New Martinsville Location Store Operator  
Riesbeck Food Markets  
155 North Street  
New Martinsville, WV 26155

**Pay and Benefits**

\$45,000.00 - \$60,000.00 per year

Benefits: 401(k), 401(k) matching, Dental insurance, Disability insurance, Employee discount, Health insurance, Life insurance, Paid time off, Retirement plan, Vision insurance  
Supplemental Pay: Signing bonus

Full-time

**REPORTS TO:** District Manager

**STATUS:** Salary, Exempt

**JOB FUNCTION:** Responsible for total operation of store. Provide leadership, management, and direction to all phases of store operations in a manner designed to obtain maximum sales, gross profits, and proportionate expenses through the effective utilization of planning, organizing, directing, motivating, controlling, communicating, human relations, and a positive working environment. Operate store effectively according to the company's adopted vision and mission.

**QUALIFICATIONS AND REQUIREMENTS:**

1. Willing to accept rotation assignments as determined by the needs of the company.
2. Certified by the National Restaurant Association in Serv Safe.

**DUTIES AND RESPONSIBILITIES:**

1. Direct the work of all other store employees.
2. Plan, organize, direct, and control store activities with assistance of department managers and program directors.
3. Increase sales and profits through utilization of methods as outlined in store goals and objectives.
4. Authority to hire and terminate employees within the store.
5. Observe all store rules and company policies.

6. Maintain a neat, well-groomed personal appearance at all times and observe company dress regulations.
7. Greet all customers and provide them with prompt and courteous service.
8. Observe shift-operating hours at all times as scheduled.
9. Actively and enthusiastically support all company programs, policies, practices, and procedures.
10. Function within parameters of company beliefs and philosophies.
11. Assure that all store personnel are courteous to customers and that requests/complaints are handled promptly and courteously.
12. Ultimately responsible for all cash accountability and accurate store bookkeeping.
13. Responsible for establishing and maintaining optimum store personnel structure.
14. Responsible for employee selection, orientation, and training.
15. Responsible for maximum utilization of store personnel through effective scheduling, counseling, evaluating programs, training programs, motivating, and supervising.
16. Responsible for efficient and effective delegation of duties to achieve maximum performance and follow-up to assure proper performance
17. Acts as company representative both within store and community.
18. Responsible for preparation of store operating budget and operation within budget.
19. Maintain a housekeeping program, which insures an orderly, clean store that is pleasing to the customer's eye.
20. Responsible for maintenance of prompt and accurate checkout service through proper supervision of front-end personnel and cashier accuracy.
21. Operate cash register and assist in Customer Service Office as needed.
22. Maintain efficient and knowledgeable method of operation through regular department manager meetings.
23. Maintain building and equipment in maximum operational condition.
24. Supervise manufacturing centers within store where applicable.
25. Implement discount, price protection, and signing programs.
26. Responsible for optimum freshness of merchandise and merchandising to achieve maximum sales and profits.
27. Implement and maintain effective fire and safety standards within store.

28. Approve all donations given by store.
29. Possess the math skills necessary to calculate gross margins, percentages, and ad losses; create operating budgets; make financial forecasts and projections; evaluate inventory reports; and implement corrective measures if required.
30. Able to communicate effectively with store operators, other store personnel, and customers.
31. Able to occasionally exert or lift up to 50 pounds and frequently exert or lift moderate amounts of weight.
32. Conduct weekly department managers' meetings.
33. Other duties and responsibilities as necessary.