



Tolowa Dee-ni' Nation/Lucky 7 Casino Enterprises Position Description

Title: Fuel Mart Supervisor

Department: (50) Fuel Mart

Class: Skilled

FLSA: Non-Exempt

Status: Full Time

Pay Grade: V

Supervisor: Fuel Mart Manager

Subordinates: Fuel Mart Employees

Effective Date: Revised June 2014

Position Summary:

Under the direction of the Fuel Mart Manager and General Manager, assist in management of convenience store engaged in selling merchandise, liquors and petroleum products. The Supervisor is expected to be responsible for specific tasks and perform shift duties as required. Maintains a customer service oriented operation.

Essential Duties and Responsibilities:

- Ensures work schedules are followed by employees, avoiding overtime or lack of coverage on shifts.
- Assist and supervise employees engaged in sales work, taking of inventories, reconciling cash with sales receipts, keeping operating records and preparing a record of transactions, and performs the work of subordinates as needed.
- Ensure compliance of employees with established security, sales and record keeping procedures.
- Ensure all reports, daily sales, deliveries, and other reports are accurate, timely and invoices paid.
- Monitor and verify vendor activity in the fuel mart avoiding over purchasing and excess inventory.
- Accept and verify merchandise deliveries for accuracy and quality.
- Prepare vendor invoices for payment daily.
- Assist in pricing accuracy and adjustments, maintaining accuracy on shelf labels, signage and merchandise.
- Monitor and maintain fuel mart cleanliness, appearance and maintenance.
- Ensure all fuel mart employees are properly trained and notified of all changes within policy and procedures.
- Coordinate sales promotions, prepare and direct workers to apply merchandise displays and advertising of promotions properly.
- Perform all shift supervisor duties and duties of subordinates.
- Able to perform daily duties of Fuel Mart Manager in their absence.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

Assist in supervision of employees in the fuel mart. Carry out supervisory responsibilities in accordance with company policies, procedures and applicable state and federal laws. Responsibilities are observing, reporting employee performance, and documenting employee performance to inform fuel mart manager, address complaints and resolve problems, prior to involving fuel mart manager and upper management.

Minimum Qualifications:

- High School Diploma or General Education Degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Qualified Indian Preference applies.

Language Skills:

Must have the ability to read, interpret and create documents such as safety rules, operating and maintenance instructions, and procedures manuals. Have the ability to write routine reports and correspondence. Speak effectively before groups of customers and employees of the Lucky 7 Fuel Mart.

Mathematical Skills:

Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Units of measure will be of American Currency, weight measurement, volume and distance.

Reasoning Ability:

Ability to apply and understand and carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. To make decisions in absence of the Fuel Mart Manager that are in the best interest of the Fuel Mart and employees.

Certificates, Licenses, Registrations:

Must be able to pass extensive background investigation for the issuance, and retention, of a gaming license.

Physical Demands:

While performing the duties of this position, the employee is frequently required to stand walk and use hands. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel crouch, or crawl, talk to customers. The employee must frequently lift and/or move containers, equipment and merchandise up to 70 pounds.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment:

The noise level in the work environment is usually moderate. Moderate noise (examples: business office with computers and printer light traffic).

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____