



ASSISTANT MANAGER

For over 60 years, The Duchess family has been dedicated to our customers, employees and communities. **Duchess Assistant Managers** are leaders who model excellent service standards, develop their team and expand their own skill sets. As The Duchess continues to evolve and expand, our Assistant Managers are dedicated to serving the customer, understanding the day to day business, and motivating the on site personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Initiate greeting and engaging the customer in a friendly and professional manner
- Monitor financials (sales volume, P&L, controllable expenses, inventory and ordering, and cash controls)
- Assist in recruiting, hiring, training, and scheduling
- Process sales transactions (cash, credit, debit etc.)
- Ensure cleanliness of the facility (indoor and outdoor)
- Maintain stock levels and inventory integrity
- Comply with Local, State, and Federal regulations for Tobacco, Alcohol, and Lottery sales

Other Qualifications include, but are not limited to walking, standing, and squatting as well as lifting, carrying, and reaching. Limited lifting. Ability to work in demanding circumstances including variable temperatures, indoors and outdoors.

PREFERRED EXPERIENCE AND EDUCATION

- High School or equivalent
- One year management experience in a retail and/or food service environment
- ServSafe Certification
- Previous Lottery Experience is beneficial
- Cash handling experience & Basic math skills

WHAT DOES THIS JOB OFFER YOU THAT OTHER JOBS CAN'T?

- **flexibility** - Many locations are open 24hrs. We can be creative with our scheduling to help provide a work/life balance.
 - **growth potential** - We are opening new locations and we are excited about internal development. Your desire to grow is important to us!
 - **full time opportunities** - The Assistant Manager is a Full time, hourly position
 - **benefits** - Fulltime associates are eligible for Health, Dental, Vision and other benefits. Enrolling in the first twenty eight days of employment will ensure benefits are effective on the first day of the month following the enrollment period.
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