

Job Description

Job Title:	Production Manager	Staff supervised: Store Personnel
Department:	Retail	Date written/revised: 05/01/09
Location:	Retail Store	Staff/Non-staff: Staff
Location:	Retail Store	Exempt/Non-exempt: Exempt
Reports To:	Store Manager - Retail	Authorized by:

Major responsibilities:

- Overseeing the production process, drawing up a production schedule.
- Ensuring that the production is cost effective.
- Making sure that products are produced on time and are of good quality.
- Working out the human and material resources needed.
- Monitoring the production processes and adjusting schedules as needed.
- Being responsible for the selection and maintenance of equipment.
- Monitoring product standards and implementing quality-control programs.
- Working cooperatively with different departments, e.g. store, plant.
- Working with managers to implement the company's policies and goals.
- Supervising and motivating a team of workers.
- Reviewing the performance of subordinates; identifying training needs.
- Assists in providing high profile leadership and direction, maintains positive customer service and employee relations.
- Ensures that safety and security are maintained, reporting all problems/hazards immediately.
- Responsible for co-managing all employees, including but not limited to hiring, coaching, counseling, discipline, terminations, evaluations and initiation of wage adjustments.
- Provide proper training of employees regarding company policies and procedures, job requirements and expectations, operation of equipment, safety, security and store housekeeping
- Oversees production and placement of stock on sales floor through good merchandising and display ensuring stock rotation and mark-downs.
- Ensure that all paperwork and reports are completed accurately and in a timely fashion
- As directed, conduct daily employee briefings.
- Trains community service clients assigned to the store.
- Performs other duties as assigned

Job specifications

Must demonstrate proficiency in written and spoken English, Spanish a plus.

Education required:

High School Diploma or equivalent or successful work experience.

Experience required:

Minimum six months of retail sales management experience.

Equipment used:

Ten-key or calculator, telephone, personal computer, printer, fax machine and cash register.
Pushcarts, boxes, barrels, hand trucks, z-racks, clothing/display racks, mattress cart.
Racks, plastic pallets, barrels, boxes, pallet jack. tagging gun, canvas carts and calculator.

Job setting

Work is performed in the backroom of a store with even concrete floor surface. The area is heated and has natural ventilation. The temperature will fluctuate depending on locations within the department.

Dust and dirt is controlled by daily cleaning of work area. Some items may be soiled/dirty or broken. These are either cleaned or disposed of following established procedures. A variety of household cleaning products are used.

Work is completed independently but in cooperation with whole department. There may be some contact with the public.

The noise volume is moderate throughout the day depending on the amount of activity, equipment in operation, radio operation and television testing.

Material handling equipment (forklift, hand truck, moveable containers) may be operated in or near work area.

Aptitudes/skills/temperament:

- Ability to communicate effectively, both orally and in writing, with co-workers, staff, and the public.
- Ability and willingness to support the General Manager and to serve as a back-up as needed.
- Ability to make judgments and decisions and communicate these clearly based on established policies.
- Ability to instruct new employees and/or assigned clients in operational procedures and Company policies.
- Ability to work well with others and maintain positive employee morale.
- Ability to tactfully explain decisions or present information/ideas clearly, both orally and in writing, as they pertain to store policies and company.
- Ability to accept directions, follow procedures and perform both repetitive and varied duties without loss of composure or efficiency
- Ability to perform all cash/check/credit transactions and related bank transmittal paperwork accurately.
- Ability to learn and accurately perform opening/closing procedures, including cash register operation.

- Ability to coordinate hand-eye-foot movements to safely move around fixtures and merchandise.
- Ability to move hands and fingers quickly to count money/change and operate cash register.

Physical demands

Steady work pace with constant standing and walking. The job involves light physical work demands requiring lifting 25lbs maximum with frequent lifting and/or carrying objects weighing up to 25lbs. Large or heavy items are moved by using appropriate material handling equipment and/or with assistance from co-worker. Safety handling procedures must be followed.

Normal or corrected talking, hearing, and seeing abilities are sufficient to perform required tasks.

Responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally either orally or in writing.

My signature acknowledges that I have read and understood the job description.

Signature

Date