Poppa Corn's Store Manager

The Store Manager will wear many hats and will be trained to understand all facets of the store operations. The absolute and key requirement for this role is enthusiasm and a true desire to work with people whether they are fellow team members or Customers. The ideal candidate will be someone with the desire to own their own small business someday. As Poppa Corn's is a small business, you will work closely with the owner and will learn the details of the operation. This is a new role at Poppa Corn's, so you will be able to help guide what this job becomes. The following Store Manager duties and requirements are provided as a general guidance for the position:

Store Manager Desired Requirements

- A true desire and ability to make every customer's day better by engaging, serving, and guiding them through each store visit
- Experience managing small teams
- Proven experience working in a self-directed position
- Ability to be on your feet for much of the day. There is very little sitting at Poppa Corn's
- Availability four days per week and every other weekend. Approximately 11:30 to 6:30 daily
- Previous retail or food-service experience is a plus

Store Manager Job Details

- You will learn to understand full store operations including but not limited to popping and cooking processes, sanitation requirements, cash register, Popcorn scooping, and store presentation needs
- Manage two to five team members
    - Coordinate with Cook to ensure Popcorn flavors are kept in stock
    - Ensure store is clean and organized daily
    - Provide guidance on daily priorities
    - Ensure efficient coverage for all operating hours
- Manage cash drawers and prepare daily deposits
- Schedule team members
- Work with key suppliers, including:
    - Candy - Monitor retail candy levels and efficiently order new stock
    - Popcorn – Work with Cook to ensure correct amounts of Popcorn seed, oil, sugar, flavorings and more are kept on hand.

Every Team Member Job Details

- Scoop and label Popcorn to Poppa Corn's highest standards
- Work the cash register
- Enthusiastically engage with every customer
- Keep retail side of store clean, organized, and attractive
- Sweep, mop, and clean as necessary

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