

# NELLA OIL COMPANY

## JOB DESCRIPTION

### JOB TITLE: TEAM MEMBER “AREA MANAGER”

PREPARED BY: Michael Belles

DATE:04/04/08

APPROVED BY: Mitch Garber

DATE:04/04/08

**SUMMARY:** Responsible for maintaining a high degree of professionalism and leadership while directing and supervising the successful operation of assigned stores in accordance with Company guidelines in order to achieve the Company Mission Statement. Trains, motivates, supports, and monitors Store Managers in all aspects of their development and job functions.

**STATUS:** Executive Exempt

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Ensures that all assigned Store Managers are operating their sites in compliance with the Company’s minimum standards and all other policies and procedures.
- **Ensures that** each Store Manager, maximizes Store merchandise sales through timely and accurate implementation of marketing and promotional programs as directed by the Marketing Department.
- Responsible for ensuring that all assigned Store Managers are staffing and managing team members who are trained and perform at a level consistent with Company objectives in merchandise sales, gasoline gallons, guest service, asset management, and expense control. Assist and provide direction to Store Managers in the recruitment and selection of team members.
- Recruits, interviews, evaluates candidates for Store Manager, Assistant Manager **and Team Member** positions. Recommends candidates to HR & Retail Operations Manager.
- Stay familiar with Company policies and procedures.
- Knowledgeable in gasoline island equipment procedures and environmental regulations.
- Evaluates Store Managers’ job performance, recommends salary changes and promotions, monitors the evaluation and disciplinary procedures of team members, and ensures that thorough documentation on all personnel matters is completed and filed according to Company guidelines.
- Monitors compliance to safety and security policies and procedures in all assigned stores. Conducts safety audits, inform Safety Coordinator immediately of all accidents, make recommendations in safety/security policies and procedures, ensure the timely and accurate completion of all required paperwork relating to guest or team member accidents and injuries.
- Maintain current knowledge of all back office and POS systems.
- Maintain a working knowledge of plan o gram for all assigned locations.
- Maintain communications with internal and external vendors.

#### GENERAL RESPONSIBILITIES & REQUIREMENTS

- Promote and support Company Mission Statement service, image, and value standards.
- Possession of a valid and appropriate Driver’s License and automobile insurance in accordance with Company Standards.
- Adheres to all city, county, and state regulations.
- Work in a “SAFE” manner at all times and report all accidents immediately.
- Perform specific tasks as assigned by the Retail Operations Manager.
- Presents a neat, clean appearance as prescribed by the Company.
- Possession of UST certification
- Possession of food safety certification

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Associates Degree (A.A.) or equivalent from a two-year college or technical school: 5 years of related experience and/or training; or equivalent combination of education and experience. Knowledge of word processing and spreadsheet computer software programs.

**LANGUAGE SKILLS:** Ability to read and interpret complex instructions, correspondence, and memos. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to guests and other team members. Ability to communicate with guests using the intercom system for instructions and plus selling.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and volume. Ability to perform these operations using units of American money and quantity.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to prepare and analyze sales and program reports.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job. While performing the duties of this job, the team member is regularly required to stand, drive, talk or hear. The team member frequently is required to walk. The team member is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The team member must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. While performing the duties of this job, the team member occasionally works in high, precarious places; in outside weather conditions; and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, and risk of electrical shock. The noise level in the work environment is usually moderate. The team member may drive up to 2500 miles per month.

**OTHER REQUIREMENTS:** Valid Driver's License, use of an automobile that is less than 5 years old, auto insurance coverage (100/300/50).