

STORE MANAGER



Job Purpose Summary:

The Store Manager will ensure best practices from all store team members in areas of quality control, customer experience, and inventory monitoring. The Store Manager will also provide comprehensive administrative support, including assessing sales numbers and operational costs to ensure profitability. The Store Manager must have strong leadership, organizational, and communication skills. Other requirements include the abilities to analyze financial reports, work with spreadsheets, problem-solve creatively, product/coffee knowledge and oversee store-wide projects.

Reports To: Area Manager

Status: Full Time

Staffing and Personnel

- Payroll
 - Check, adjust, and ensure all employee's hours are correct.
 - Submit hours to Business Manager.
 - Ensure that full time requirements and overtime are monitored for all staff
- Staff
 - Train new and current staff to ensure proper bar techniques and best practices for creating consistent product.
 - Serve as the emergency contact for bar staff.
 - Create thoughtful, detailed content for personnel documentation (including reviews and action logs/write-ups), staff meetings, and one-on-ones.
 - Conduct interviews and serve as the primary decision maker for bar hiring.
 - Ensure that appropriate information on new products, practices, and special company events reaches the staff.
 - Create schedules for bar staff.
 - Ensure that there is proper bar flow coverage.
- Vendors
 - Submit orders
- Products
 - Ensure that all drinks produced meet Joe Van Gogh's high quality standards.
 - Ensure that all catering orders are filled, and the store is stocked with necessary supplies for coffee catering (Joe Boxes, Supplies).
- Sale Numbers and Store Profitability
 - Assess sales numbers to ensure store profitability.
 - Create and implements growth of the store.
- Other
 - Assist with any store maintenance and projects.
 - Arrange staff help with day-to-day cash handling when necessary.

- Must work 3-4 bar shifts a week and provide bar-backing during office hours.
 - Fills out and submits all donation forms, expense reports, invoice totals, and human resource paperwork to the Business Manager.

 - Oversees & Assists
 - Personnel Documentation.
 - Reviews
 - One & Ones
 - Action Logs/Write Ups
 - Interviews/Hiring.
 - Staff Meetings.

 - Bar Specific
 - Build register drawer daily, run bank deposits, and submit deposit forms to the Business Manager.
 - Process donations and oversee selection and implementation process.

 - Operational Duties
 - Submit all appropriate paperwork to Business Manager:
 - Invoice totals.
 - All personnel documents.
 - Donations.
 - Expense reports.
 - Purchase necessary items for store.
 - Serve as the emergency contact for store-related issues.
 - Organizes and leads quarterly staff meetings; collaborates with area manager, assistant manager and shift leader to plan and create thoughtful meeting agendas.
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All Joe Van Gogh employees are subject to a 90 day probationary period

JOE VAN GOGH INC

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