

**YUROK ECONOMIC DEVELOPMENT CORPORATION**

Job Title:	<b>Fuel Mart Manager</b>			Job Code	<b>G6 S1</b>
Department	<b>Pek-Tah</b>	Program Area	<b>Fuel Mart</b>	Location	<b>Weitchpec</b>
Reports To:	<b>YEDC Executive Director</b>			Status: <b>Salary</b>	<b>Exempt</b>
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>					

**POSITION SUMMARY:** Under the direction of the Yurok Economic Development Corporation Executive Director, the employee is responsible for daily operations of Pek-Tah Fuel Mart, including management of employees, c-store inventory, fuel margins, and daily financial reports.

**DUTIES AND RESPONSIBILITIES:**

1. Personnel management including hiring, firing, training, and scheduling.
2. Negotiates with petroleum wholesalers for purchase and delivery of gasoline and diesel on a timely basis to meet customer demand.
3. Monitors fuel and convenient store profit margins daily; adjusts retail prices for optimum yield while staying competitive and consistent with customer patronage.
4. Implements and maintains coordination with YEDC Executive Director on procedures relating to fuel spills, environmental regulations, worker safety and fire prevention.
5. Oversees reconciliation of cash receipts and disbursements; submit daily reconciliation to YEDC fiscal department, including sales, tax receipts, cash transactions, and fuel purchases.
6. Prepare and submit payroll, bi-weekly time sheets, review payroll journal for accuracy and authorized overtime.
7. Prepare reports on inventory with outside vendors for restocking and ensure that items are placed in optimal visual location for fast turn over and ensure that delivery of food, tobacco, and beverage items are properly received and recorded correctly into inventory.
8. Prepare and submit operating budgets to YEDC Executive Director as required and comment on significant variances between budgeted and actual figures.
9. Maintains excellent interpersonal skills in relating to customers, staff and management, and maintains a positive attitude.
10. Interact with public, business professionals, and government officials in the community including presentations and community meetings if necessary.
11. Required to attend management seminars as established by YEDC.
12. Ability to develop computer literacy including use of Sunray Software, MS Excel, POS System, inventory technology, and cash registers.
13. Develop managerial strategy to motivate staff; Create incentive/rewards system based on employee performance and reviews.
14. Develop a retail management strategy to increase sales and reduce cost.
15. Review vendor products using the 80/20 rule. Do not allow vendors to do count and fill or bring items that are not ordered; Parameters shall be set in the system to allow computer assisted ordering to ensure we control inventory, and not the vendors.

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16. Understand and develop strategies to sell items that aren't selling and cannot be returned to vendors.
17. Work with Tribal entities to promote all Yurok Programs and share necessary information.
18. Work with YEDC marketing department to promote and advertise Fuel Mart.
19. Conduct employee orientation, training, coaching, counseling, employee disciplinary/appraisal documents, and employee job performance evaluations.
20. Other duties as requested.

### **MINIMUM QUALIFICATIONS:**

1. Job experience in fuel marts and convenience stores.
2. Experience in cash handling and register transactions.
3. Excellent interpersonal skills in relating to customers and staff, maintain a good attitude and sense of humor.
4. Basic Knowledge of fuel margins and inventory management.
5. Basic computer literacy including the use of POS systems, and inventory management software, MS Excel and Word.
6. Ability to handle customer and employee conflicts; Must possess problem solving skills and the ability to handle stressful situations.
7. Ability to create and manage operational budgets.
8. Must be able to multitask.

### **EDUCATION/EXPERIENCE:**

1. High School Diploma.
2. 3-years experience in a supervisory position.

### **CONDITIONS OF EMPLOYMENT:**

- All applicants are subject to YEDC's Drug and Alcohol Free Work Place Policy including employment screening. All applicants must pass a pre-employment drug/alcohol test.
- Must pass a background check
- When necessary must be able to lift 25-50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Must have valid driver's license and be able to be insured by YEDC's insurance