

## **Store Manager Job Description**

The Store Manager is responsible for the daily operation of the Camp Tekoa store including, but not limited to, cash control, posting to store accounts, ordering food & beverages, inventory control & cleaning. The Store Manager will also supervise any assistants during the time that they are working in the store. The Store Manager reports to the Business Manager.

The Store Manager is also responsible for coordinating any outside payments that are charged to the store accounts (e.g. soft drink invoices).

### **Store Manager Tasks**

1. Log store sales on the Store Card Accounts or the Store Income logs. Be sure to **write the date** on the logs!
2. Clearly mark scholarship transfer to store cards of campers who have no store money. (Note: some campers carry cash for their store purchases. Do not transfer scholarship money to card without verifying that the camper needs it.)
3. Balance Store Cash Box against Store Income log.
4. Prepare & turn in Daily Store Report & Store Income Log and payments on Wednesday (after mini-camp check-in), Friday evening, Saturday (after check-out), & Sunday (after check-in). Store report can be turned in more often, if needed.
5. Put cash box in the safe each night & when gone from the store for extended periods of time.
6. Log other information on the Store Accounts (additions to store cards, etc.)
7. Refund money remaining on store accounts to campers for check-out. (Refunds should be prepared in advance & placed in envelopes). (Note: This includes Mini-Camp check-out on Wednesday, also.) (Note: If store account balance is less than \$1, that money is transferred to the Camp Tekoa Scholarship Fund. Place all of these refunds in a single envelope & post the camper names & refund amounts on the envelope.)
8. Make sure that staff store cards are extended, footed & balanced by Wednesday afternoon of pay week.
9. Open store for Mini-Camp check-out & check-in.
10. Prepare refunds for campers checking out early and leave them in the Early Check-out notebook. Use the pre-printed refund labels for early check-outs so that refunds are not duplicated.
11. Order food & beverages for the store.
12. Pre-order candy purchases from Sam's Club by using their "Fax & Pull" forms.
13. Restock food & beverages **nightly** or more often, if needed.
14. Restock merchandise inventory **daily**.
15. Clean store **daily** (dump trash, sweep, take out recycle). Other cleaning, as needed (e.g. dusting, mopping). Keep attic storage area neat & well-labeled.
16. Display merchandise attractively in display cases & store. Keep items in "Bargain Box" neat and labeled.
17. Supervise any staff assisting in the store.
18. Manage "Secret Pal" requests. (Counselors authorize a charge to their store cards for their buddies to receive snacks &/or drinks.)
19. Assign duties to his/her weekly assistant, if there is one.
20. Other duties as assigned.