

# Brain Shoppe Store Manager Position

## Job Description

Brain Shoppe employees are charismatic, friendly, outgoing, well spoken, quick thinkers who are detail oriented, reliable, and knowledgeable about our products. Dependability and trustworthiness are required. This position requires superior organizational skills, a dependable and flexible schedule with the ability to work some holidays and cover other staff shifts if needed. Excellent verbal and written communication skills, as well as an excellent memory are a must. This position also requires a sharp eye for details, and the ability to clean anything. Properly branded attire is required. This position does not offer paid time off in any form other than that which may be required by law.

## Responsibilities

- Operate the cash register, processing sales transactions and refunds.
- Keep shelves well-stocked and products neatly displayed.
- Perform routine cleaning tasks such as sanitizing puzzles, dusting, cleaning windows and floors, bathroom, breaking down boxes, taking out trash and recycling, etc.
- Follow and enforce Covid-19 safety guidelines as applicable.
- Keep a balanced register based on daily sales report figures.
- Answer any customer questions and resolve issues.
- Give smart product recommendations (by age, by interest, by price range, etc).
- Assist with product inventory by moving boxes and applying price stickers.
- Prepare materials for the store such as stamping bags, printing signage, flyers, etc.
- Provide ample notice when unable to work a scheduled shift.
- Communicate effectively with other team members and relay important information.
- Follow all Opening / Closing procedures.
- Keep the window display clean and in good functional condition.
- Other duties as assigned.

## **In addition, the Store Manager must...**

- Provide superior customer service and product knowledge.
- Conduct periodic inventory counts, maintaining a high degree of accuracy.
- Ensure store policies, procedures and cleaning tasks are followed by all team members.
- Receive product deliveries and enter them into the POS System.
- Maintain a well-organized product inventory storage room.
- Perform and assign periodic deep-cleans of various areas of the store as needed.
- Assist with maintaining supply of cleaning products, office supplies, and specialty items.
- Create content for The Brain Shoppe website, including blog posts, product descriptions.
- Create engaging social media content showcasing our store and products.
- Must be comfortable lifting heavy boxes and carrying them downstairs.
- Create attractive merchandising displays.
- Brainstorm marketing / sales ideas, and be aware of upcoming events on the Commons.
- Assist with packaging, shipping, and delivering online orders.
- Proactively seek out organization and cleaning projects, or other improvements that could be made to the store.