

# Market Manager Job Description

## Responsibilities

- A. Develop a positive educated team.
  - 1. Interview potential employees
  - 2. Hire employees
  - 3. **Training new employees - most important part of your job.**
  - 4. Check the quality of work your team members complete.
  - 5. Check the quantity of work being completed.
  - 6. Communicate the level of expectation that we require and work with them to achieve that level.
  - 7. Write a weekly schedule, administer any changes.
  - 8. Check daily paper work that it is complete and accurate.
  - 9. Performance evaluations with individual team members.
- B. Day to Day
  - 1. **Customer Service:** Greeting, Focus on the Customers, Helpfulness, Farewell
  - 2. **Appearance of the market:** Displays, **Product Care**, Signage, Overall Appearance and Organization, Unloading Truck
  - 3. **Money Handling:** Accurate Till, Discreet, Organization, Paperwork
  - 4. **Attitude:** Teamwork, Smiles, Enthusiasm, Customer Complaints
- C. Assist with other duties for the good of co-workers and the business.

## Qualifications

- 1. Strong Leadership Skills
- 2. Strong Communication Skills
- 3. Demonstrates ability to work with the team