

## Duties and Obligations

The Store Managers' duties are to efficiently manage the day to day operation of all aspects of the business of the Store, including but not limited to:

- 3.1. Ordering, and organising the transportation of all necessary stock;
- 3.2. Organising and overseeing preparation, display and sale of all stock;
- 3.3. Maintaining the Store layout and display;
- 3.4. Supervising and managing employees;
- 3.5. Ensuring that accurate books and financial records of all aspects of the business of the Store are kept;
- 3.6. Accounting for all monies received and paying over the same to the Association's accountants for banking as directed;
- 3.7. Providing regular financial reports to the Directors of the Employer;
- 3.8. Supervision and training of other Store employees;
- 3.9. Liaising and consulting with the Directors of the Employer in regard to the operations of the business as a community Store;
- 3.10. Following the lawful and reasonable directions of the Directors with respect to various aspects of the operation of the Store;
- 3.11. Care and supervision of any Store vehicles outlined in Item 7, if any;
- 3.12. To comply with the policies of the Employer in respect to the operation of the Store, particularly in relation to nutrition and health and safety;
- 3.13. All other duties which are necessary and incidental to the efficient operation of the Store;
- 3.14. Such other duties as the Employer may reasonably allocate from time to time;
- 3.15. Ensuring that servicing, maintenance and replacement of equipment e.g. refrigerators, POS system, freezers etc. is carried out regularly.
- 3.16. The Store Manager will be immediately responsible to the Directors and shall carry out such lawful directions as are given from time to time by the Directors.
- 3.17. Any capital expenditure by the Store Manager must relate to the Store's operations. The Manager is not authorised to commit the Employer to any capital expenditure exceeding \$5,000 or any borrowing of any description without the Directors' written approval (minutes of a meeting).