**Job Title**: Corner Store Manager  
**Reports to**: Cultivate Hope Senior Director  
**Team**: Corner Store  
**FLSA Classification**: Salary  
**Position Type**: Full Time  
**Hours per Week**: 30+  
**Supervisory Expectations**: Oversee Corner Store Team

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**ORGANIZATION OVERVIEW**

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to improve the health of people and neighborhoods by investing in quality affordable housing, healthy food, educational opportunities, and community building.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

**ESSENTIAL DUTIES/RESPONSIBILITIES** (include but are not limited to the following)

**General Management**
- Takes ownership of all aspects of the operation and performance of the store; manages controllable costs and maintains fiscal responsibility of the store.
- Takes pride in the overall operation of the store and strives to create an outstanding customer experience for everyone that walks through the door.
- Works to create a positive store culture of excellence, delivering outstanding customer experiences while supporting a strong and efficient workplace built upon respect and care.
- Other duties as assigned.

**Merchandising and Logistics**
- Creates engaging and aesthetically pleasing product displays and in-store merchandising.
- Collaborates with vendors and wholesalers to oversee the supply chain of goods from, transportation to the store, storage and stocking, and sale to the customer.
- Maintains store staff results by coaching, counseling, and holding employees accountable; planning, monitoring, and appraising job results through regular feedback and performance evaluations.
Personnel
- Builds a strong team and culture of success; manages recruitment and HR policies and processes for the store.
- Conducts in-store training, coach, and support team members to achieve high performance.
- Maintains store staff results by coaching, counseling, and holding employees accountable; planning, monitoring, and appraising job results through regular feedback and performance evaluations.

Maintenance
- Ensure all equipment is operating properly, i.e. refrigerators, freezers, cash registers, lighting.
- Address issues with a sense of urgency to ensure the smooth operation and customer experience in the store.

SKILLS AND ABILITIES (include but are not limited to the following)
- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Commitment to the organization’s mission.

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)
- Excited about our mission and commitment to affordable nutrition for all.
- 2+ years management experience required; grocery experience is preferred.
- Demonstrated excellence in interpersonal skills and comfort working with diverse backgrounds.
- Entrepreneurial mindset; comfortable with ambiguity, change and growth in a start-up environment.
- Computer literate; comfortable working with Office/Google Drive, POS software and reporting tools.
- Understands the need to use numbers and information to inform decision making.
- Willingness to spend time where the operation needs it including early mornings, evenings and weekends.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Updated: January 22, 2021
Must be able to perform the following physical activities: Climbing, balancing, stooping, kneeling, reaching, standing, walking, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

- Standing and/or walking during the entire shift
- Repetitive bending and lifting
- Repetitive grasping, pulling, pushing, and twisting
- Occasional reaching above shoulder level
- Occasionally kneeling, squatting, and crouching
- Frequently lifts up to 20 lbs.
- Occasionally lifts up to 50 lbs.