



Title: Manager-In-Training (MIT)

Department/Area: It is expected of every Renys employee to be willing to step into any role/job at any time as needed, regardless of job description.

Position summary: Primarily responsible for supporting the store manager in the daily operations of a store with heavy focus on superior customer satisfaction and employee mentoring.

Essential functions:

1. Ensure that every decision is based on the customer being priority.
2. Perform manager's duties in the absence of the manager.
3. Supervise and motivate hourly employees in the store.
4. Ensure that all employees properly serve each customer that comes in to the store.
5. Assist in the proper and timely processing of freight.
6. Provide the store manager feedback on employee performance.
7. Handle writing weekly staff schedule, shift changes among cashiers and departments.
8. Ensure that all daily notices have been completed in a timely manner.
9. Ensure the compliance of company safety standards.
10. Execute the daily directives of the store manager.
11. Document and report employee and customer accidents to the main office immediately.

Other functions: Assist manager in boosting employee morale. Keep proper documentation on any employee concerns. Take part in the hiring and termination process. Take part in the set up and training of new store openings.

Minimum Requirements: The candidate must be personable, customer service oriented and a team player. Candidate should be able to work as a team leader and have above average people skills. A positive approach to employee motivation and strong verbal communications skills are required.

Reporting relationship: Position reports to the store manager.

Working conditions: Constant customer and employee interaction, merchandising techniques and strong leadership, working along side employees; on your feet a minimum of 5 days expected per week during company operating hours, 6 days during a flyer week, Early Bird week and between Thanksgiving week and Christmas. Some travel will be required.

Success Factors: Consistent positive personality, dependable nature, willingness to do whatever is needed each day. Must have the ability to be flexible and adaptable to the ever-changing retail workplace. Desire to maintain a fun working environment that is also efficient and profitable.