

Dollar General Assistant Store Manager Job Description

- Make sure that all personnel are paid on time and in accordance with all federal, state, and local regulations, as well as ensure that all employees are treated fairly and equitably
- Ensure that labor laws regarding minimum wage, overtime pay, hiring and firing practices, performance-based pay, health care benefits for all employees are maintained
- Provide staff training on all store procedures, policies, and safety standards
- Ensure that employee training requirements are met in a timely manner, including the many different standards set by company standards
- Be responsible for sales goals and keeping track of all reported sales data which is used to assign bonuses to employees
- Ensure that adequate supplies of necessary items are kept on hand as well as organizing the store's inventory properly to maximize efficiency
- Supervise employees who sell retail items in order to ensure that they are following necessary rules and guidelines for proper inventory control at all times
- Monitor on-premise entertainment systems and make certain that all audio/visual equipment, furniture, and lighting are in proper working order to enhance the overall shopping experience
- Train store employees in accordance with all company policies and procedures, including safety standards and employee training
- Provide assistance to the store manager in keeping store housekeeping up-to-date and clean at all times
- Ensure that all personnel are aware of their assigned duties at all times so they can be performed efficiently and completely
- Review daily sales reports, input inventory levels into computer database, and prepare reports pertaining to labor costs to be considered by management during payroll preparation

- Prepare monthly sales reports, secure purchase orders and materials needed for next month's inventory, initiate new vendor bids or negotiate with existing vendors to lower prices on key items
- Generate or approve payroll checks or related transactions as requested by your boss or other high-level authority figures within the company
- Manage cash drawers and note transactions at the store level on the sales register
- Ensure that any necessary benefits such as medical insurance or retirement plans are up-to-date.