

# Dollar General Store Manager Job Description

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- Ensure that the store runs smoothly. This means making sure that there are no interruptions in the flow of business
- Provide excellent customer service. This includes greeting customers when they enter the store, helping them find products, and answering their questions
- Keep the store clean at all times. This includes sweeping the floor, mopping the walls, and dusting shelves
- Maintain an organized work area. This includes organizing merchandise by category, shelving items properly, and labeling boxes
- Make sure that the store is safe. This includes locking doors and windows, ensuring that the store's alarm system is working correctly, and keeping the store free from dangerous chemicals
- Ensure that the store's inventory levels are appropriate. This includes checking on the availability of stock and restocking low-priced items
- Work closely with other managers to ensure that the store operates efficiently. This includes assigning jobs and monitoring the progress of those assigned
- Manage the budget carefully. This involves setting aside money for unexpected costs and potential revenue growth opportunities
- Communicate effectively with the board of director. This includes explaining how the company's finances look and what plans are being put into action to improve them
- Ensure the overall success of Dollar General. This includes having a clear vision for the company's future and sharing this vision with others.