

**BUSY BODY HOME FITNESS  
JOB DESCRIPTION**

**Job Title:** Store Manager  
**Department:** Sales  
**Reports To:** Market Manager/Director of Stores  
**FLSA Status:** Exempt

**SUMMARY**

Manages sales activities of organization by performing the following duties personally or through Market Manager or Director of Stores.

**MAJOR FUNCTION:**

- Directs staffing, training, and performance evaluations to develop and control sales program.
- Reviews market analyses to determine customer needs, competition, and volume potential of store.
- Directs product merchandising and standardization to maximize sales volume potential.
- Liaison between sales department and logistics units inside and outside of company.
- Analyzes and controls expenditures of division to conform to budgetary requirements.
- Assists Market Manager and vendors with coordination of staff meetings for sales and technical training. Collects and communicates vendor updates to staff members.
- Prepares weekly and monthly schedules for store staff within preset budget.
- Prepares periodic sales report showing sales volume and potential sales.
- Directs periodic inventory cycle counts. Researches and resolves any inventory discrepancies.
- Maintains legal responsibilities of store.
- Supports and ensures compliance of company operational procedures.
- Supports and ensures compliance and updates of company policy and procedure manuals.

**FUNCTIONAL RESPONSIBILITIES**

1. Maximize Gross Profit
2. Maximize Sales
3. Operations of Store
4. Recruiting, Hiring, and Training
5. Scheduling
6. Inventory Control
7. Customer Service

**PHYSICAL DEMANDS** The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk; use hands and fingers to stroke a keyboard; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Management retains the discretion to change this job description at any time.  
All applicants must be able to perform the essential functions of the job with or without reasonable accommodation.**