**Regional Retail Director**

10-16-20

**Accountability**: COO (Chief Operating Officer)

**Status**: Full Time

**Purpose**: To provide oversight and leadership to the store managers in their region.

**Qualifications**:

* Supervisory experience of at least 3 years
* Good people and customer skills
* Good organization skills
* Ability to be creative
* Ability to be decisive
* Good balance of grace and truth
* Willing to adhere to Jubilee’s Statement of Beliefs and Core Values

**Working Conditions/Physical Factors:**

**Additional Requirement:** Jubilee considers this position essential to the ministry and therefore it is a requirement to be a Christian.

**Duties**:

1. Lead Store Managers in providing oversight and vision to each store in their region.

Achieved when each manager is given the tools they need to provide growth and accountability for themselves and their employees.

1. Assist with the coaching and instruction of new and existing personnel in job duties and Jubilee policy and procedure.

Achieved when staff is instructed properly with department policies and updates.

1. Ensure that stores within region are clean, organized and safe

Achieved when areas are clean, aisles clear and items stored safely.

1. Ensure that staff within region are consistently offering excellent customer service.

Achieved when customers are served in ways consistent with core values and issues dealt with in a timely manner.

1. Assist in the hiring and evaluation of staff in stores.

Achieved when appropriate paperwork is completed for all new hires, changes of status, and terminations.

1. Be available to fill in at any store during times of need.

Achieved when stores are properly staffed.

1. Attend monthly store manager meetings and be part of staff meetings and team building.

 Achieved when involved with no un-excused absences.

1. Assist COO to accomplish other tasks and special projects.

 Achieved when tasks and assignments are completed in a timely and organized manner.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_