



Job Title	Corner Store Team Leader	Reports to:	Corner Store Manager
Team:	Corner Store	FLSA Classification:	Non-Exempt - Hourly
Position Type:	Full Time	Hours per Week:	35-40
Supervisory Expectations:		Oversee Corner Store Team	

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to improve the health of people and neighborhoods by investing in quality affordable housing, healthy food, educational opportunities, and community building.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We're looking for a full-time Team Leader who is responsible for overseeing a store during a shift and supporting the Store Manager. The Team Leader will ensure that the team is providing great customer service for all of our customers.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (include but are not limited to the following)

- Serves as the leader of the store team ensuring that all tasks are completed.
- Provides leadership of the store in the absence of the Store Manager.
- Responds to customer concerns and ensures that correct opening and closing procedures are followed.
- Leads by example, provides feedback, and coaches team members to continually improve and get better each day.
- Provides a sense of urgency and holds themselves and the team to a high standard.
- Receives product deliveries, ensuring that shipments are accurate and paperwork is complete on a daily basis.
- Conducts inventory counts to ensure each department is well stocked and has product available.
- Ensures that product displays are always full, well-organized, look good and have proper signage and pricing.
- Regular attendance.
- Nights and weekends required
- Other duties as assigned



SKILLS AND ABILITIES (include but are not limited to the following)

- Caring about economically challenged people and neighborhoods.
- Desire and drive for your work to contribute to an inclusive and sustainable society.
- Every member of our team shares this responsibility. We will treat every customer in our store with the utmost respect to ensure that they have a positive experience every time they shop.
- The Team Leader takes pride and ownership in the way the store looks, always at its best.
- Commitment to the organization's mission.

EDUCATION AND/OR EXPERIENCE (include but are not limited to the following)

- Great attitude and interest in providing a great customer experience.
- Demonstrated supervisory experience is required.
- Reliable and honest, shows up on time, takes initiative and never says, "That's not my job." The Team Leader is a hands-on leader and always sets an example for performance for others to follow.
- Excellent interpersonal skills, able to work with and provide great service to a diverse team and customer base.
- Excellent basic math skills and ability to operate a cash register and POS system.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics 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.

Must be able to perform the following physical activities: Climbing, balancing, stooping, kneeling, reaching, standing, walking, pulling, lifting, grasping, feeling, talking, hearing, and repetitive motions.

- Standing and/or walking during the entire shift
- Repetitive bending and lifting
- Repetitive grasping, pulling, pushing and twisting
- Occasional reaching above shoulder level
- Occasionally kneeling, squatting, and crouching
- Frequently lifts up to 20 lbs.
- Occasionally lifts up to 50 lbs.



JOB DESCRIPTION ACKNOWLEDGMENT

By signing below, I acknowledge that I have read the Cultivate Hope Corner Store Team Leader job description, understand the expectations, and am able to perform the essential duties and responsibilities necessary to successfully perform the job as described with or without reasonable accommodations.

I also understand that the job description may be changed at the discretion of the company at any time.

Signature

Date