



405 S. Banker St. P.O. Box 629 Effingham, IL 62401-0629

Phone: (217) 342-9231 Fax: (217) 347-5959

Job Title: Stewardson Location Manager

Location: Stewardson

Reports to: Ken Meinhart

If you are qualified for this position and have an interest, please contact Ken at 217-342-9231 or email at kmeinhart@southcentralfs.com

Job Summary:

Coordinate all sales, operations, public relations and control activities within the location in a profitable manner. Train, organize and direct employees in a fashion which will generate and increase profitable sales and adequate levels of service. Cooperate with other supervisory personnel to insure overall company growth.

Essential Functions:

Generate Profitable Sales

- Generate new sales.
- Maintain present business.
- Maintain a current competitive analysis and report all potential competitor status changes to the Manager.
- Develop marketing activities that include account acquisition in conjunction with sales people.

Supervise the work force

- Maintain up-to-date job descriptions and performance expectations.
- Recruit and select qualified personnel.
- Train, organize and direct the work force.
- Appraise personnel performance.
- Recommend salary adjustments and disciplinary action for personnel.
- Monitor compliance of all safety activities and regulatory compliance.

Operate at a profitable level

- Control expenses.
- Maintain price structure.
- Control Shrinkage.
- Maintain inventory levels within guidelines.
- Maintain a current inventory in salable condition.

Insure Adequate Service Levels

- Supervise operational procedures.
- Adequately maintain equipment and facilities.

Perform public relations functions by maintaining contacts with Farm Bureau, FFA chapters, 4-H programs, ag related businesses and organizations.

Develop and communicate all marketing plans and conduct all training necessary to implement those plans for your location, support company goals and objectives.

Supervisory Responsibilities:

Directly supervise 4 to 10 employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.