



JOB DESCRIPTION

Title: **DISTRICT MANAGER**
Status: Full-Time/Salaried/Exempt

This individual reports directly to owners and acts on their behalf.

Leadership

- Create a positive & respectful environment for customers & employees
- Assume visionary role; foresee & identify problems, find creative/positive solutions, react promptly
- Streamline functions to maximize efficiency

Communications

- Act as liaison between owners, buyers, Human Resources, stores and Receiving
- Identify Patina needs and create effective solutions
- Work with buyers to increase product communication
- Deliver weekly Manager News blast
- Plan and conduct manager meetings

Supervise Store Managers

- Conduct performance evaluations
- Oversee uniformity in procedures
- Manage conflict resolution
- Review monthly store schedules with goals, budgets, and needs balanced
- Conduct training for new managers
- Retrain existing staff as policies and procedures change
- Plan/conduct Patina meetings
- Conduct store walk-thrus
- Assist managers with interviewing and staff development
- Provide accountability regarding safety procedures, payroll, store supplies, cleanliness, and monthly markdowns

Store Maintenance/Troubleshooting

- Work with Office & Property Manager to react to emergencies, repairs, and maintenance issues
- Facilitate changes and make modifications to systems and procedures as necessary
- React to potential shrinkage concerns

Misc.

- Demonstrates leadership by advocating for areas of responsibilities, clearly communicating needs/goals, applying knowledge to positive problem solving
- Assist in special projects, maintenance, clean-up and reorganization as needed
- React quickly to fast-paced, ever-changing retail environment
- Availability outside of scheduled shift to troubleshoot store events
- Additional schedule availability required during retail holiday seasons
- Full understanding of the critical work times for your position

Requirements: Ability to travel between stores. Ability to drive, stand, or sit for extended periods of time. Ability to bend, lift, reach, or twist to work with merchandise. Ability to go up/down stairs and lift/move up to 40 pounds. Manual dexterity for work on computer.