

GENERAL MANAGER CHECKLIST

- Responsible for the overall sales (professional and retail), operations, production, delivery, purchasing, and inventory control of the location.
- Oversee the daily operations of the location.
- Oversee the development and implementation of the purchasing and inventory control programs to meet location inventory levels and turns.
- Involved in the recruiting, hiring, and training process. Helps to create and enforce staffing measures that reduce employee turnover and help to increase company profits.
- Motivates employees, maintains a productive workforce and trains successor management.
- Reviews and approves wage and salary increases and establishes objectives and performance measures.
- Recommend capital improvements in view of forecasted demand for various products, efficiency of current equipment, etc.
- Institute a cost-effective vehicle and equipment maintenance program.
- Communicates and enforces company policies and procedures as they pertain to the daily functions of all departments.
- Act as a liaison between employees and management to foster a healthy work environment.
- Obtain feedback on customer satisfaction.
- Responsible for budget accountability and reporting as it pertains to the financial goals of the company. Work to establish standard cost, operating budgets, and acceptable inventory levels. Monitors expenses and creates new methods to improve each location's financial performance.
- Manage subordinate supervisors who supervise in various departments. Is responsible for the overall direction, coordination, and evaluation of these units.
- Carries 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.