**Position Description Document: Example:**

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| Position Title:  Position Holder:  Prepared by:  Date:  Position Holder:  Owner Manager: | Signature  Signature |

**POSITION SUMMARY**

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| This position is required to support and add value to the Butcher Shop overall strategy. Responsibilities include management of activities across the operations of the business. This position will report to the Owner or Manager  Successful implementation of overall strategy will guarantee sustained and profitable increased meat consumption. |

**MAJOR RESPONSIBILITY AREAS**

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| 1. Sales Manager: **Major Actions:**   * Take control of the cabinet and set up a information flow to the operations manager * Manage the sales team * Manage the appearance of the staff * Balance the up at the end of the day   **Expected End Results:**  100% compliance of all staff to have correct uniform.  100% compliance in carrying all products.  Balancing of all money.  Volume and value targets achieved.  **Ways to Measure Accomplishments:**  Monitor store level compliance.  Sales results from each week, month and quarter.  Sales results v’s last year. |