



## **Forecourt Manager**

The Forecourt Managers role is to maximise efficiency and profitability of a Service Station. Applicants interested in pursuing a career in Forecourt Management must be over 18 years of age, be interested in pursuing a career in Forecourt Management and working as a member of the management team in a Service Station. Applicants must also have a minimum requirement 5 Passes in Ordinary Papers at Leaving Certificate level or equivalent qualifications or relevant retail or management experience.

### **The primary functions of a Forecourt Manager are as follows:**

#### **Personnel:**

- Manage Service Station staff including:
- Recruitment,
- Induction,
- Training & Development,
- Performance & Salary Appraisal,
- Discipline,
- Dismissal
- Employee Records

#### **Forecourt Management:**

- Achieve fuel and grocery sales and profit targets
- Maximising sales through well merchandised shops
- Provide high level of customer service
- Implement all company policies and procedures
- Achieve the required quality standards in all retailing practices
- Manage stock and cash control procedures
- Ensure compliance with health & safety, dangerous substance, planning and consumer legislation

The Forecourt Manager will report to the Service Station Manager or Owner Operator.