

Job Specification

Job Title:	Duty Manager
Reports to:	Truckstop Manager
Purpose:	To assist the Truckstop Manager in ensuring the Truckstop provides high quality, cost effective food, accommodation and service the customers. To Promote, develop and expand AWJ Truckstop ensuring profitability
Contacts:	Regular contact with customers, managers and colleagues
Responsibilities	<ul style="list-style-type: none"> • To cover for the Truckstop Manager ensuring the smooth operation of Truckstop • Deal with issues which arise • Look for and create suitable development opportunities • Ensure the business is marketed appropriately to increase the market share, sales and profitability • Promote AW Jenkinson Truckstop in line with the staff handbook
Skills/Knowledge	<ul style="list-style-type: none"> • Communication Skills • IT and Social Media skills and knowledge • Marketing and PR skills • Customer Care • Professional Manner • Retail Knowledge
Main Duties:	<ul style="list-style-type: none"> • Enter invoices onto Sage • Check pricing and look for better rates • Chase debtors • Balance Tills • Manage margins and report to Finance reasons for changes, improvements etc • Carry out stock control and identify/investigate/rectify discrepancies • Sign off all orders and check pricing • Compile the staff rota and deal with day to day conflicts and issues • Fuel ordering, monitoring and reconciling • Attend call outs • Ensuring the Truckstop complies with all H&S requirements and current legislation • Develop ideas to increase the profitability of the Bar • Promote the training facility within Truckstop

	<ul style="list-style-type: none"> • With IT, update monthly fliers; distribute throughout Penrith and Gilwilly Industrial Estates, developing relationships with the local businesses. • Develop new accounts • Contact and relationship building with current business clients, sports clubs • Go to competitors and compare/contrast to help with developing Truckstop • Develop a presence at Truck festivals • Develop outside catering and local presence – particularly targeting quiet periods • Maintain social networking sites and ensure they are appropriate and meet AW Jenkinson standards • Inform the company of any changes to your circumstances, e.g. change of address • You must carry out any reasonable task required by the company. • You must comply with all health and safety rules and regulations regarding the health and safety of yourself and others who may be affected by your acts or omissions.
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