

## **Fresh Start Facility Services**

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### **AREA MANAGER**

#### **Job Summary**

The Area Manager has operational responsibility for a defined territory. Duties include hiring, providing training and development for staff, ensuring quality consistency across the territory and increasing sales and profitability in their territory.

#### ***Duties/Responsibilities:***

- Recruits, hires, and trains new staff in their territory.
- Offer consultation and recommendations to managers on overcoming operations challenges.
- Oversees and manages budgeting of assigned territory locations.
- Minimize cost and labor by reviewing schedules and setting financial goals.
- Monitor sales and work flow toward meeting quarterly objectives.
- Monthly inspection to properties to evaluate operations, cleanliness and efficiency of each area.
- Manages training and development for employees, including programs and initiatives that provide internal development opportunities for employees.
- Oversees employee disciplinary meetings, terminations, and investigations.
- Works with upper management using various business principles to accomplish all tasks.
- Provides quality service by enforcing quality and customer service standards.
- Meets with client on monthly basis.
- Maintains safe and healthy work environment by establishing and enforcing organization standards; adhering to legal regulations.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications.
- Contributes to team effort by accomplishing related results as needed.

#### ***Required Skills/Abilities:***

- Strong leadership skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality while fostering teamwork.
- Ability to write and track budget expenses

***Education and Experience:***

- Bachelor's degree in Business Administration or related field preferred.
- A minimum of five years of previous management experience preferred.
- Must be skilled in communicating and effectively writing for top level executives up to and including the President/CEO level.