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# Example of Retail District Manager Job Description

Our company is looking for a retail district manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for retail district manager

* Track record of attracting exceptional Talent to an organization
* Placing the right people in the right roles
* Ensuring proper position training across the region
* Implementing Peet’s Playbook (policies, procedures and operational standards) and maintaining a high level of execution against these standards
* Leading the execution of product and brand initiatives
* Driving exceptional customer service including friendliness, cleanliness, speed of service and drink quality
* Maintaining a working knowledge of the trade area to build relationships and drive revenues
* Sets a vision and purpose for the District that aligns with company objectives
* Assists in monitoring and managing area-wide staffing levels
* Utilizes tools to filter and cascade communication to the region (daily check-in calls, correlation meetings, email, store visits)

## Qualifications for retail district manager

* Establishing and ensuring superior customer service levels within your district's stores
* Collaborating with your Regional Director and fellow District Managers to generate excitement and excellence at the field level
* Ensure high quality customer service seen through exemplary mystery shop results
* Drives, supports and communicates key business initiatives, such as Performance Management
* Manages the employee relations issues for the district
* Ability to identify areas for performance improvement