

City of Sherburn

Position Title: **Municipal Liquor Store Assistant Manager**

Department: Liquor Store

FLSA : Non-Exempt

UNION STATUS: None

REPORTS TO: Liquor Store Manager

SUPERVISES DIRECTLY: Liquor Store Bartenders and Cooks

SUMMARY OF POSITION:

The purpose of the Assistant Manager is to assist the manager with daily operations, supervisory and retail sales work involving the operation of the municipal liquor store to include but not limited to: ordering inventory, merchandising, customer service, and supervising staff.

MINIMUM REQUIREMENTS

- High school diploma or equivalent
- Ability to read, write, and speak English and do math computations.
- One year related work experience, preferably in the operations of a municipal liquor store or retail sales business or equivalent merchandising experience involving contact with the public
- Knowledge of municipal and state liquor laws
- Proficiency with standard office equipment and computerized cashiering systems
- Must have a valid driver's license

DESIRABLE QUALIFICATIONS

- Additional experience working in a municipal on-/off-sale liquor store
- Additional ability, training, and/or experience in supervisory activities
- Ability to supervise subordinates in a manner conducive to high morale and effective performance
- Ability to maintain efficient and effective financial systems and procedures
- History of safe work habits and clean driving record

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MANAGEMENT

- Assist in overall management of on-/off-sale municipal liquor facility, including food and kitchen
- Assist in implementing and enforcing policies, procedures and operational guidelines for liquor store and staff
- Prepare daily deposit and drops at bank and obtain change for cash registers
- Assist with monitoring the annual budget for the Municipal Liquor Store
- Ensure compliance with City ordinances, and state and federal regulations

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- Provide work direction to retail clerks, including prioritizing assignments, clarifying job expectations, assisting in employee evaluations, and scheduling work as necessary for call-in or shift-cover necessities
- Assist in the training of new employees
- Maintain a healthy and safe working environment
- Respond to public inquiries and complaints concerning the liquor store, investigate difficult and sensitive citizen inquiries and complaints, solve problems and maintain good relations with the citizens
- Demonstrate by personal example the desired standards of conduct and work performance and promote teamwork through communication, motivation and cooperation
- Make day-to-day decisions on the operation of the Liquor Store in the absence of the Liquor Store Manager
- Perform such other duties related to the position as assigned and/or necessary

MERCHANDISING

- May be trained to take lead in certain categories of merchandise to specialize in and make recommendations to the manager to implement
- Develop and recommend innovative sales/advertising promotions and marketing/floor displays
- Clean the store, take out the garbage, and assist with recycling
- Contact service personnel for maintenance and repairs to liquor store equipment and building
- Stock coolers and shelves, mark liquor and rotate stock
- Check in product deliveries and prepare on-going list of low-stock items
- Assist customers in merchandise selection, ring up sales appropriately, and package and assist in carry-out of sales for customers as necessary
- Arrange and conduct the good housekeeping and overall maintenance and security of building, surrounding grounds and equipment

INVENTORY

- Assist in ordering inventory, checking shipments, preparing daily receipts, and other related duties
- Maintain surveillance for shoplifter-prevention and implement and maintain directed internal controls to effectively minimize loss of store assets and inventory
- Unload and shelve product, place product to improve merchandising techniques
- Recommend the purchase of liquor store products to obtain the best value purchases considering volume, brand, cost, turn-over, shelf-life, and storage capacity
- Take regular physical inventory and maintains records, keeping appropriate levels of inventory

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is light to medium, involving walking, standing, sitting, and sometimes lifting and carrying objects weighing over 50 pounds
- Ability to bend, crouch, stretch, reach, twist, and turn repetitively for long periods at times to stock, clean, or assist customers
- Noise level is usually moderate, but can become loud
- Employee is frequently exposed to temperatures around 34 degrees when in the cooler stocking shelves
- Flexibility is required to work a varied schedule including nights, weekends, and some holidays
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED

- Personal computer and spreadsheet software
- Mainframe computer system
- 10-key calculator
- Telephone
- Copy machine
- Fax machine
- Credit card machine

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of typical retail liquor store merchandise, operations, including the legal principles related to allowable sales
- Skill in operating and troubleshooting equipment, including cash registers and bar related equipment
- Ability to serve customers in a friendly and efficient manner
- Ability to establish and maintain cooperative working relationship with staff
- Identify, assigns, and performs other duties and responsibilities as apparent or assigned
- Responsible to work overtime, fill in for absences, or be on call as necessary

NOTE: The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTE: The City of Sherburn is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.