

TITLE/DEPARTMENT: Liquor Store Manager - Municipal Liquor Store

ACCOUNTABLE TO: City Administrator

SALARY RANGE: \$32.70 to \$40.86

SUMMARY OF JOB DESCRIPTION: THIS IS ADMINISTRATIVE AND
MANAGEMENT WORK OPERATING
GLENCOE WINE & SPIRITS.

DUTIES AND RESPONSIBILITIES

1. Supervise the sales clerk employees on the shift.
 - Participate in the selection process of new employees and recommends hiring of selected individuals.
 - Oversee the training and development of each employee, including training for responsible sales of alcoholic beverages under applicable state and local laws. Communicate City and Liquor Store policies ensuring each employee has a clear understanding of such policies and the reasons for them.
 - Delegate work appropriately to subordinate employees, and oversees the scheduling of employee work hours. Reviews times sheets for accuracy and forwards to Finance Department for processing.
 - Conveys and demonstrates, by example, the desired standard of conduct, performance and work ethic for the balance of the staff. Follows city personnel policy and strictly adheres to and enforces the "no gift" policy from vendors.
2. Evaluate the operation on an ongoing basis. Oversee the daily maintenance of the facility and recommends necessary repairs and changes to assure that the facility is operated in a continuously clean and orderly manner. Keep City Administrator informed as to any problem areas and implements approved changes.
 - Except for promotional activities, does not permit any alcoholic consumption in the store during regular hours and prohibits any after hours use of alcoholic beverages in the store.
3. Plans and projects the annual operating budget and net profit projections with the Finance Director.
4. Oversees all expenses to maintain control over operating expenses.
5. Checks invoices and corrects any errors. Submits to the Finance department for review and payment.
6. Submits cash and sales records on a daily basis to the Finance department.

7. Print the month-end sales and inventory reports as well as maintain in-depth sales spreadsheet to track sales trends.
8. Conduct all the ordering of product, working with the vendors of the various beer, wine and liquor companies to maintain a balanced stock necessary for meeting the customer needs at reasonable prices. Monitors wholesale price fluctuations, reviews new trends and brands to maintain established customers and attract new customers, and avoids overstocking.
9. Sets prices per policy to assure a projected profit margin.
10. Oversee the marketing function to plan and implement monthly and seasonal promotions. Stay apprised of industry practices, to improve merchandising techniques or promotions, and applies to the store operation. Plan and conducts special events to promote store sales and customer satisfaction.
11. Evaluate and adjust retail floor space on an ongoing basis making adjustments to fit monthly and seasonal promotions.
12. Maintain the Point of Sale cash register system. Enter all invoices in to the computer, keeping inventory current and making any price changes as necessary.
13. Check all inventory as it is delivered, put liquor cases away and maintain organization.
14. Create and maintain floor displays and “close out” rack. Stock shelves daily. Keep beer cooler stocked.
15. Perform sales clerk duties including: assisting and checking out customers, daily check out of cash register and daily check out worksheet showing sales and deposit dollar amount.
16. Maintain a current procedure manual for all the daily functions in the liquor store including the computer and cash register.
17. Conduct the scheduling of the part-time employees.
18. Oversee the City Center bar operations.
19. Attend all department management team meetings and trainings as required. Attend other meetings, such as the City Council meetings, as necessary.

QUALIFICATIONS: High School diploma or GED. Minimum two years of training and substantial experience in business administration, merchandising/marketing, budget process. Three to five years management experience in a liquor store or other relevant retail area. Extensive supervisory experience and a demonstrated ability to manage personnel. Knowledge of basic accounting and inventory principles. Understanding of computers and personal computers, including Microsoft Word and Excel. Working understanding of the applicable Federal, State and local laws and ordinances regarding the sale of alcohol. Good public relations skills.