

City of Glencoe
POSITION DESCRIPTION

ASSISTANT LIQUOR STORE MANAGER

DEPARTMENT: Liquor
FLSA CLASSIFICATION: Non- Exempt
REPORTS TO: Liquor Store Manager
SUPERVISES: Liquor Store Clerks
SALARY RANGE: \$24.00 - \$29.00

DEFINITION:

Manages all the day-to-day operations of the liquor store in conjunction or in the absence of the Liquor Store Manager. Generally responsible for the work-direction of retail clerks, City Center event staff, cashiering, stocking, merchandising and a variety of other duties pertaining to retail off-sale liquor store operations along with supporting the City Center bar sales. The Assistant Manager is also responsible for becoming knowledgeable of all product lines sold in the store.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provides guidance and direction to Clerks including prioritizing assignments, clarifying job expectations.
- Provide input to the Liquor Store Manager on the development and implementation of operational policies and procedures including customer service objectives, advertising strategies, purchase plans and store layout.
- Maintain adequate stocking levels of inventory, monitor inventory counts, adjusting counts as needed. Involved with and able to manage all ordering processes.
- Train new employees, manage staff as directed.
- Market products and assist customers with merchandise selection.
- Works as a cashier, checking identification, ensuring timely check out process.
- Receipt and deposit of money, counts cash, balances cash receipts, and prepares bank deposit forms.
- Process vendor paperwork to ensure accuracy and timely payments.
- Produces signing for displays and shelves.
- Stocks, arranges and rotates liquor merchandise on shelves, stocks beer coolers and sets up displays.
- Assists with all merchandising within the store as well as marketing efforts internally or externally.
- Communicating with the City Center Coordinator with staffing events, bar sales, liquor order, inventory, or other related duties as assigned or apparent.
- Must work some evenings and weekends.
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment in a liquor store and office setting. Such equipment may include, but is not limited to, computerized cash registers, bank card machine personal computers, Square, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of the laws, regulations and operations governing the operation of municipal liquor store.
- Knowledge of computers, Microsoft Office and other applications.

- Ability to communicate, manage and delegate to all liquor store personnel in absence of Liquor Manager.
- Ability to maintain effective, positive and respectful working relationships and confidence with the community, City Council and coworkers.
- Ability to cooperate and maintain confidentiality.

Any combination of education and experience that provides equivalent knowledge, skills and abilities will be considered.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Two (2) or more years' experience working in retail supervisory role.
- One (1) or more years' experience in marketing or alcohol beverage industry.

PREFERRED QUALIFICATIONS:

- Associates degree in Marketing, Merchandise Retailing or related field.
- Two (2) or more years' experience working for a liquor store (Municipal preferred).

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is full-time, Sunday- Saturday, including rotating holidays, days/evenings and weekends, subject to current personnel policy and staffing needs of the Liquor Store. A minimum of two (2) Saturdays and one (1) Sunday a month will be required. Additional hours may be required on occasion.

This 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. The City of Glencoe is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Glencoe.

Employee Signature

Printed Name

Date