

## City of Vergas

## Job Description

<b>POSITION TITLE:</b>	Liquor Store Manager
<b>DEPARTMENT:</b>	Municipal Liquor Store
<b>SUPERVISION RECEIVED:</b>	City Council/City Clerk-Treasurer
<b>SUPERVISION EXERCISED:</b>	Part time Clerks
<b>FLSA STATUS:</b>	Full Time, Non-exempt
Date of Latest Revision:	November, 2013

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### **Position Summary:**

Plans, organizes and supervises daily operations of departments of the municipal liquor store. Responsible for inventory, purchasing, handling money/deposits, and record keeping. General management of operations including reviewing distributors and overseeing human resource functions of the liquor store employees.

### **Essential Functions of the Position**

The listed examples may not include all duties performed.

1. Management:

Assumes overall management of off-sale municipal liquor facility. Demonstrates by personal example the desired standards of conduct and work performance and promotes teamwork through communication, motivation and cooperation.

2. Administration:

Balances cash drawers, prepares daily reports and requisition forms, deposits receipts at bank, and submits paperwork to City Council. Follows up on transactions, invoices, deliveries, and Non-Sufficient Funds. Evaluates costs and pricing to ensure profitability. Works with auditor, insurance agent, and Council concerning inventory and yearly sales. Keeps informed on liquor industry practices and makes sure employees are aware of safety and legal issues.

3. Human Resource:

Responsible for recruiting, interviewing and making hiring suggestions to the Council. Makes work schedule and monitors time cards for accuracy before submitting to Clerk. Trains, motivates, and evaluates staff and directs changes as needed.

4. Inventory:

Meets sales reps and makes decisions regarding new products and supplies. Purchases products for cost efficiency through vendor selection and makes decision on pricing of merchandise. Unloads and shelves product, places product to improve merchandising techniques. Takes regular physical inventory and maintains records.

5. Facility Maintenance:

Supervises & participates in the cleaning, repair, and upkeep of the interior, exterior, parking lot and grounds of liquor store building. Organizes storerooms, off-sale area, coolers, and office, and checks bathrooms daily. Keeps the facilities in a clean and orderly manner by performing routine maintenance work and general appearance upkeep.

6. Internet:

Update Liquor Store Facebook page. Promote the City of Vergas in a positive professional manner. Create and carry out marketing plan.

**Examples of Performance Criteria**

- Knowledge of liquor store operations including; inventory control, pricing, ordering, invoicing, entertainment and liquor laws.
- Skill in operating and trouble shooting equipment, including cash registers and bar related equipment.
- Ability to serve customers in a friendly and efficient manner.
- Ability to handle money and make correct change.
- Communicates with City Council on events, procedures, and issues related to the department and follows City policies.
- Ability to establish and maintain cooperative working relationship with staff.
- Identifies, assigns, and performs other duties and responsibilities as apparent or assigned.
- Proficiency at reading, interpreting, and communicating procedures and policies.
- Responsible to work overtime, fill in for absences, or be on call as necessary.

**Minimum Requirements**

- High school diploma or equivalent
- Ability to read, write, and speak English and do math computations.
- Three years related work experience, preferably in the operations of a municipal liquor store or retail sales business.
- Minimum one year supervisory experience.
- Knowledge of municipal and state liquor laws.
- Knowledge of Word and Excel,.

**Desirable Qualifications**

- Additional experience working in a municipal on-/off-sale liquor store
- Additional ability, training, and/or experience in supervisory activities.
- Additional customer service and/or entertainment experience
- History of safe work habits and clean driving record

**Special Working Conditions**

Work is light to medium, involving walking, standing, sitting, and sometimes lifting and carrying objects weighing over 25 pounds. Duties require ability to stand for long periods of time, manual dexterity, ability to hear and ability to stoop or kneel. 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.

**The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**The functions, criteria, and qualifications are intended only as an illustration of various types of work performed, and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.**