

JOB DESCRIPTION

I. IDENTIFYING INFORMATION		
JOB TITLE: Liquor Store Manager	DEPARTMENT: Liquor Store	WORK STATUS: Full-time
SUPERVISOR: City Council & Council Liaison	WORK LOCATION: Municipal Liquor Store	WORK HOURS: Varies
DEPARTMENT HEAD: Liquor Manager	FLSA STATUS: Exempt	PAY GRADE: TBD

II. PURPOSE

Performs executive and administrative work to manage the overall operations of the City's on-sale and off-sale liquor store. Manages a number of systems, processes and activities to promote sales, control expenses and maximize profitability. Develops and implements effective policies and procedures. Supervises an effective team of employees who are properly trained and motivated to serve the store's regular, seasonal, and occasional customers.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to: City Council, Council Liaison
Works closely with: Administrative Staff, Firemen's Relief Association, Liquor Committee, Fifty Lakes Day Committee
Communicates with:

- *Internally* - City Council, Administrative Staff, Maintenance Dept.
- *Externally* - Other liquor store managers; state liquor control staff; MMBA staff; sales people and vendors/suppliers; contractor's personnel; city residents and store customers.

Supervises: All Department personnel

IV. ESSENTIAL FUNCTIONS

This section states the position's major areas of accountability, priorities/key responsibilities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other accountabilities and responsibilities, as well as, particular duties and tasks may be assigned.

1. Departmental Administration & Management

- a. Daily coordinates and controls the systems, processes, and activities of Liquor Department in compliance with state and federal laws/rules/regulations and according to City policies; personally handles or oversees the preparation and maintenance of complete and accurate records; and ensures required reports are completed and submitted to recipient.
- b. Regularly informs the City Council Liaison about Department's operations, programs, and activities; prepares Department's new and revised policies and procedures, implementing and administering them after Council approval; and carries out Council directives.
- c. Attends and actively participates in meetings of City Council and Liquor Advisory Committee as directed.
- d. Prepares overall Department's draft operating budget and administers Council-approved budget, including seeking approval of any purchases/expenses above established purchase limit; and keeps Clerk-Treasurer and City Council Liaison informed of significant and noteworthy financial concerns and issues. Works with Clerk-Treasurer and City Council on Department's equipment replacement schedule.

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IV. ESSENTIAL FUNCTIONS (continued)

2. Sales Operations & Store Maintenance

- a. Maintains cash control by balancing and ensures adequate change is available for cash registers. Addresses with Council Liaison variances greater than \$10 and provides report.
- b. Prepares and submits daily sales report as directed by Clerk-Treasurer.
- c. Handles purchases and make related decisions: orders liquor, beer, wine, and other merchandise & supplies; follows up with vendors on missing, damaged, or outdated items; and reviews/codes invoices for accuracy, submitting to Clerk-Treasurer for payment.
- d. Manages inventory and makes related decisions: uses automated software program (POS); prices items according to sales and profitability goals; conducting physical checks as necessary; providing information to the Clerk-Treasurer.
- e. Schedules, plans, and implements all regular and special promotions and events such as bingo, poker, meat raffles and 50 Lakes Day. Coordinates with other City departments and employees to ensure successful staffing and conduct of events.
- f. Determines methods to increase profitability of operations and decrease expenses; advertises specials/sales following state guidelines; and oversees other promotional activities through regular communications with team members. Actively initiates new events and activities to grow sales revenue and keep a momentum of customer excitement.
- g. Oversees, and participates in, maintenance of store's appearance; oversees regular building maintenance and maintenance of all departmental equipment; and coordinate or performs repairs/services as appropriate. Monitors and maintains the store's electronic security system.

3. Coordination with Other City Departments *(Areas of coordination include: city/community events, common budgeting/purchasing issues, store security and workplace safety, and emergencies)*

- a. Works closely with Clerk-Treasurer and other administration staff to coordinate work, provide daily sales reports and bank deposit slips, and receive input/feedback. Attends staff meetings.
- b. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns.
- c. Coordinates with the Firemen's Relief Association and the State Gaming Board with regards to the City's lawful gambling and lottery activities; ensuring the City complies with all laws and regulations; accounts for all games and monies; and trains and qualifies staff to properly and legally conduct these activities.

4. Supervision of Department Employees

- a. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as staffing/hiring, training and staff development, assigning and prioritizing work, reviewing work, coaching and evaluating performance, compensation/rewards, and discipline/discharge per City policy and under the Council's final approval for hiring and firing.
- b. Oversees Department's daily work: supervises employees' performance and reviews work output; provides coaching as needed; and reviews/submits semi-monthly time sheets.
- c. Oversees and participates in mandatory and other job-related training for the Department's employees.
- d. Promotes workplace safety through ongoing efforts related to employee training and awareness.

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V. OTHER DUTIES and RESPONSIBILITIES

- Performs other duties as directed by the City Council.

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each major area of accountability ▪ City's and Department's organizational structure, operations, programs and activities ▪ laws, rules and regulations applicable to municipal liquor sales, including sales tax rules & regulations ▪ OSHA, Certified Food Manager (CFM) and other safety-related laws, rules, and regulations ▪ budgeting/accounting principles & bookkeeping practices ▪ marketing/advertising principles and practices ▪ management principles and practices as they apply to public sector and retail sales ▪ City and department policies and procedures 	<ul style="list-style-type: none"> ▪ providing leadership/supervision to employees and promoting a positive and motivational workplace ▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups ▪ analyzing and planning City operations; developing alternatives; and determining the costs, advantages, and disadvantages of various options ▪ analyzing data, preparing reports, and providing/presenting reliable information and sound advice to decision makers ▪ communicating, both verbally and in writing ▪ using an appropriate degree of tact depending on the situation ▪ using information technologies to increase work productivity ▪ preparing/administering budgets 	<ul style="list-style-type: none"> ▪ keep current on community and area related activities and issues through participation in/contact with appropriate organizations, agencies, and other bodies ▪ handle non-public data and other sensitive information in accordance with state statute and City policy ▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends ▪ travel and attend meetings, conferences, and training within and outside the City ▪ work beyond normal work hours as well as evenings and weekends ▪ implement Council policies and carry out directives ▪ interpret and administer policies with consistency and uniformity ▪ Represent the Liquor Establishment in a professional and positive manner ▪ Augment staffing shortages through bartending, serving, or other activities to support the Liquor Establishment ▪ lift/carry/move products & merchandise up to 40 lbs.

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VII. MINIMUM TRAINING and EXPERIENCE

An equivalent combination of education and experience may be considered during the hiring process.

- 1) High school diploma or equivalent.
- 2) At least two years of experience in a retail restaurant establishment, providing front line service to customers, preferably in food/liquor blend, where bartending was learned, performed.
- 3) Two years of experience in purchasing, sales and marketing/advertising, accounting, office management, and inventory control.
- 4) At least two years of supervisory experience with specific responsibility for work scheduling, assigning/prioritizing/reviewing work, and coaching/motivating employees.
- 5) Computer skills including competency in word processing & spreadsheet, as well as strong knowledge and experience with point of sale software programs.
- 6) Ability to successfully complete alcohol awareness training within 30 days of hire date.
- 7) Ability to successfully complete Certified Food Manager (CFM) and certification within 45 days of hire date.
- 8) Must meet state-mandated age requirement.
- 9) Must be eligible to be bonded.

VIII. WORKING CONDITIONS (includes characteristics related to both the job itself and its work environment)

This section provides a summary only; refer to the addendum for a fuller listing of the position's physical and mental requirements.

Works indoors during majority of time. Can experience extended periods of sitting while at a desk and using a computer. Uses near vision, ability to focus, and hearing. Must be able to stand for extended periods while serving customers. Position requires frequent lifting and/or moving up to 15 pounds and infrequent lifting or moving up to 40 pounds. Responds to urgent situations and emergencies.

Data Practices Notice for City Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes.

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

This job description does not constitute an employment agreement between the employer and employee; the job description is subject to change by the employer as the needs of the employer and requirements of the job change