Position Description

Liquor Store Manager

DEPARTMENT: Liquor Store
FLSA CLASS: Exempt
UNION: N/A
REPORTS TO: Finance Director
SUPERVISES: Liquor Store Staff

SUMMARY:
The Liquor Store Manager performs a variety of administrative and supervisory work in the management of the off-sale liquor store operations including purchasing, inventory, and sales of a full range of alcoholic beverages and mixes as well as a limited range of THC beverages.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The essential functions listed below are intended to serve 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 INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Manage and plan liquor store operations, including the planning of in-store promotions and the development of profit objectives in review and coordination with the Finance Director.
- Prepare budget requests and plan effective purchasing.
- Purchase or supervise the purchase of all products, working with distributor sales representatives to ensure that inventories are maintained at proper levels.
- Supervise the receipt and storage of products.
- Restock and arrange displays, shelves, and coolers.
- Establish prices of all products in conformance with competitive policies.
- Determine work procedures, approve work schedules, and expedite workflow; study and standardize procedures to improve efficiency and effectiveness of operations.
- Perform all administrative functions at the liquor store, including monitoring payroll handling personnel matters.
- Supervise and evaluate the performance of all Liquor Store employees.
- Ensure compliance with all municipal and state liquor and THC beverage regulations.
- Perform other duties as assigned or apparent.

EQUIPMENT USED:
This position uses a variety of equipment typical of a retail store and office setting. Such equipment may include but is not limited to: calculator, cash register, computer hardware and software, copy machine, fax machine, printer, scanner, telephone, baler, conveyor, and pallet jack.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of municipal and state liquor and THC beverage regulations
- Broad knowledge of alcohol- and THC-based beverage prodcts
- Understanding of and ability to deliver excellent customer service
- Skill in the operation of listed equipment and tools
- Ability to deal effectively and politely with all types of customers
- Ability to work accurately and efficiently in a fast-paced environment
- Ability to delegate tasks, monitor work, and supervise staff
- Ability to maintain confidentiality

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent
- Five years of previous retail experience with some background in administrative and bookkeeping work

PREFERRED QUALIFICATIONS:

- Knowledge of computerized cash register systems
- Previous liquor retail sales experience

CONDITIONS OF EMPLOYMENT:

- Possession of a valid Class D Driver's License or the ability to obtain it within 30 days of hire
- Ability to pass a criminal background check and credit check

WORK SCHEDULE:
This is a full-time, regular position. The work schedule may vary depending on business need but will typically consist of 40 hours per week. Store hours are 9:00 a.m. to 9:00 p.m. on Mondays through Thursdays, 9:00 a.m. to 10:00 p.m. on Fridays and Saturdays, and 11:00 a.m. to 3:00 p.m. on Sundays.

WORK ENVIRONMENT/PHYSICAL DEMANDS:
The work environment characteristics 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.

This position requires the employee to work alone, with others, around others, and have contact with the public. Work may be performed indoors and the noise level in the work environment is usually quiet. This position will be exposed to cold temperatures at times when working in the cooler.

Activities that will occur continuously include talking; hearing; reaching with the right, left, and both hands and arms; and seeing with close and distant vision.

Activities that will occur frequently include communicating via writing; problem solving; using analytical abilities; displaying interpersonal skills; standing; walking; using hands and/or fingers to feel or operate objects, tools, or controls; and lifting and carrying up to 60 pounds.

Activities that will occur occasionally include sitting; climbing or balancing; stooping; kneeling; crouching; crawling; and carrying and lifting up to 160 pounds.

This position will require the ability to drive an automobile.

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.

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 that this job description does not constitute an employment contract with the City of Fairmont.

_____	_____	_____
Employee Signature	Printed Name	Date