

## City of Beaver Bay

### Job Description

Job Title: Liquor Store Assistant Manager

Non-Exempt Position

Supervisor: Green Door Liquor Store Manager

Duties in conjunction with the City Clerk/Treasurer:

- Completes all duties of the bartender position
- Has knowledge, qualifications and experience in all aspects of bartending
- Fulfills role of the Liquor Store Manager in the absence of the Manager
- Trains employees
- Oversees event planning
- Works regularly scheduled hours coordinated with the liquor store manager
- Is trained in ordering products for the business
- Assists with supervision of employees
- Is trained to check orders and invoices to ensure the accuracy of the ordering/receiving process.
- Checks IDs of patrons and uses discretion in selling liquor to customers without proper identification.
- Maintains an awareness of all state regulations and controls pertaining to the sale of municipal liquor.
- Is aware and complies with DRAM shop and Liquor Liability requirements
- Schedules regular server trainings for liquor store staff
- Is trained in the process of setting profit margins, advertising, sales and identifying merchandise to be included in sales.
- Ensures that adequate change is available for evening shift
- Performs regular store maintenance and scheduling of maintenance projects.
- Maintains an effective working relationship with fellow employees.
- Maintains the work area in a neat and orderly manner at all times.
- Stocks shelves and coolers.
- Makes sure the liquor store maintains compliance with state health codes.
- Performs related duties as assigned by City Council.

### **Required Knowledge, Skills, and Abilities**

- Knowledge of federal, state, and local laws relating to liquor sales and liquor store operation.
- Ability to operate POS system, credit card processing and computer software
- Knowledge of accounting principles, procedures and practices.
- Knowledge of basic operation of storage cooler.
- Skill in withholding service to an intoxicated person.
- Ability to use a cash register and scanner, adding machine, typewriter, credit card machine, security system, computer and software.
- Ability to keep up-to-date on in laws and developments affecting liquor industry.
- Ability to direct the work of others.
- Ability to distinguish valid IDs from fake ones.
- Ability to establish and maintain effective working relationships with mayor and council members, staff, and other city employees.
- Ability to lift, move, and carry cases of liquor that weigh up to 50 pounds and with assistance, kegs of beer that weigh up to 100 pounds:

### **Minimum Qualifications**

- High School diploma or equivalent required.
- Post-secondary course work in Marketing, Sales and Accounting preferred.
- Experience in sales and marketing
- Experience in accounting, office management, inventory control, supervision, bartending and computing required.
- Must meet state-mandated age requirement.