

Agency: Liquor Distribution
Location: Various

Working Title: Supervisor (Class A Store)
Level: Range 14

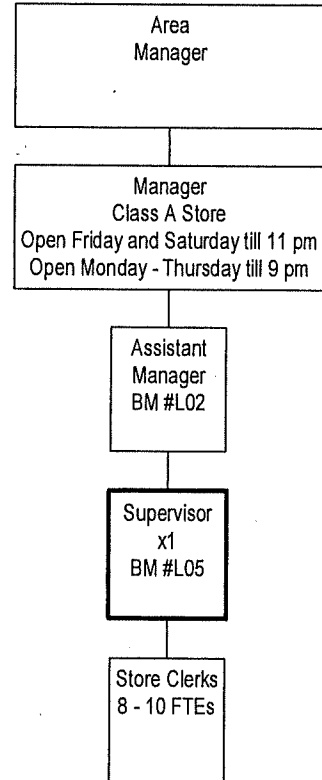
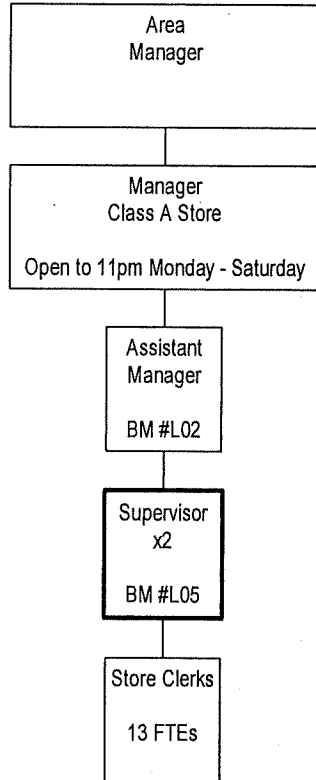
PRIMARY FUNCTION

Leads operations during a shift in a Class A, multi-shift Government Liquor Store (GLS).

JOB DUTIES AND TASKS

1. Leads operations during a shift in a multi-shift GLS through subordinate full-time and auxiliary staff
 - a. assigns tasks, ensuring standards of performance are maintained and formally appraising performance of subordinate employees
 - b. participates in the investigation of staff relations issues
 - c. orients new staff, assists in training and maintains the Training Log
 - d. participates in the organization of staff meetings (e.g., plans agenda, schedules meeting, ensures minutes are taken, etc.)
 - e. maintains Attendance Management Records in conjunction with the Assistant Manager
 - f. assists with the day to day operation of the store to ensure it is ready for business at all times
 - g. keeps the Manager and Assistant Manager informed of store related issues
 - h. maintains employee shift schedules
2. Assists in the general administration of the store
 - a. balances cash to register totals
 - b. completes total revenue and makes bank deposits
 - c. monitors litter fund balances, authorizes advances and coin ordering
 - d. orders approved product from suppliers and warehouse
 - e. certifies receipt of liquor product
 - f. monitors expenditures and prepares reports
 - g. establishes and maintains licensee customer records
3. Ensures product is merchandised in the most effect manner
 - a. liaises with supplier representatives regarding listing and display of product
 - b. monitors contractor and agency representatives in the store
 - c. maintains customer relations in accordance with LDB vision
 - d. arranges for empty containers to be shipped out
 - e. displays product to maximize sales and profit
 - f. maintains inventory levels and product mix
 - g. optimizes store presentation (e.g., eye catching displays, full shelves, dusted bottles, price tags, etc.)
 - h. determines storage requirements and movement of inventory
4. Other related duties
 - a. ensures safety of store including responding to incidents between staff and customers and refusing service to intoxicated customers
 - b. watches for and deals with shoplifting incidents according to Loss Prevention/Store Operations policies and directives
 - c. responds to security intrusion alarms during non-business hours

* The charts below represent typical organizational structures for Class A stores



| FACTOR NO. | REASON FOR CLASSIFICATION | DEG. | CLASS. POINTS |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------|
| 1 | JOB KNOWLEDGE Understand Liquor Control legislation and Liquor Distribution Branch goals and objectives to lead operations during a shift in a multi-shift Class A liquor store. | F | 190 |
| 2 | MENTAL DEMANDS Judgement to assess known or readily available information and choose an approach using a combination of accepted Liquor Distribution Branch policies and procedures to lead operations during a shift in a Class A liquor store. | D | 100 |
| 3 | INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to appraise employee performance and discuss performance problems. | D | 45 |
| 4 | PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to operate cash register with some requirement for speed. | C | 15 |
| 5 | RESPONSIBILITY FOR WORK ASSIGNMENTS <u>Freedom to Act: 4</u> <u>Comparative Effects: IIIb</u> Guided by Liquor Distribution Branch operational procedures, affects program delivery by selecting from alternative courses of action to lead operations during a shift in a Class A liquor store. | D | 75 |
| 6 | RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to certify receipt of goods as ordered and in acceptable condition to allow payment by someone else. | D | 22.5 |
| 7 | RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility for movement and storage of store inventory. | D | 22.5 |

| FACTOR NO. | REASON FOR CLASSIFICATION | DEG. | CLASS. POINTS |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------|
| 8 | RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise staff, appraise employee performance in a multi- shift store (Up to 13 FTEs). | DG | 23 |
| 9 | RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Moderate care and attention to ensure safety procedures are followed by staff. | C | 15 |
| 10 | SENSORY EFFORT/MULTIPLE DEMANDS Focused requirement to frequently respond to multiple demands. | C | 12 |
| 11 | PHYSICAL EFFORT Heavy physical effort to frequently lift moderate weights. | E | 24 |
| 12 | SURROUNDINGS Exposure to almost always working in a work site, open to the public, with background noise. | B | 4 |
| 13 | HAZARDS Moderate exposure to hazards from frequently lifting moderate weights. | C | 6 |

Total Points: 554

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