

Agency: Liquor Distribution
Location: Various

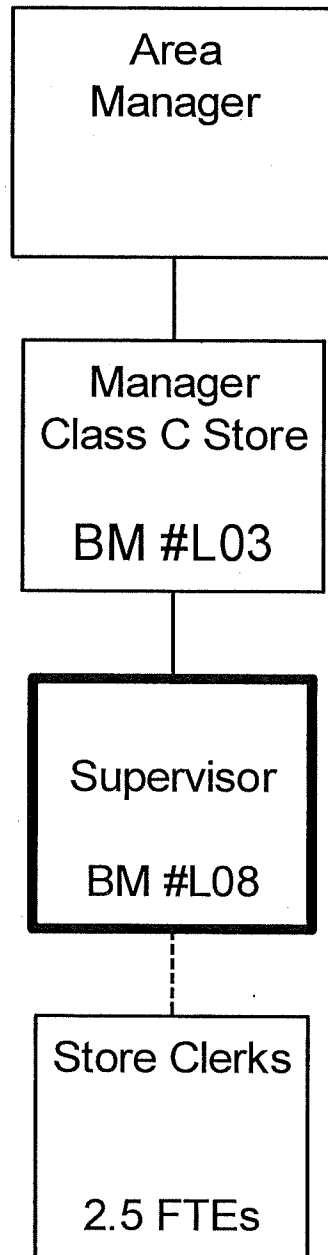
Working Title: Supervisor (Class C Store)
Level: Range 11

PRIMARY FUNCTION

Lead operations in a single shift Class C Government Liquor Store (GLS).

JOB DUTIES AND TASKS

1. Leads operations in a single shift Class C GLS through subordinate full-time and auxiliary staff
 - a. assigns tasks, ensuring standards of performance are maintained and provides input into performance appraisals
 - 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 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 informed of store related issues
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 effective 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 by responding to incidents between staff and customers, refusing service to intoxicated customers and ensuring staff follow safety procedures
 - 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



FACTOR NO.	REASON FOR CLASSIFICATION	DEG.	CLASS. POINTS
1	JOB KNOWLEDGE Know how to carry out a variety of administrative and retail functions and understand how they relate to Liquor Distribution Branch retail programs and policies to lead operations in a single shift Class C liquor store.	D	100
2	MENTAL DEMANDS Judgement to recognize the differences in a variety of known situations and determine priority of tasks to lead operations in a single shift Class C liquor store.	C	60
3	INTERPERSONAL COMMUNICATION SKILLS Discretion to explain corrective requirements regarding work quality to other employees as a shift supervisor	C	30
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: 3 Comparative Effects: 1lb</u> Guided by specific procedures, affects program delivery by selecting a course of action to complete assignments using past practices and instructions to lead operations in a single shift Class C liquor store.	C	50
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 assign, monitor and examine work of assigned workers as a shift supervisor (1 FTE).	CD	14
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 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: 375

Level: Range 11