

Agency: Liquor Distribution Branch  
Location: Various

Working Title:  
Level:  
NOC Code:

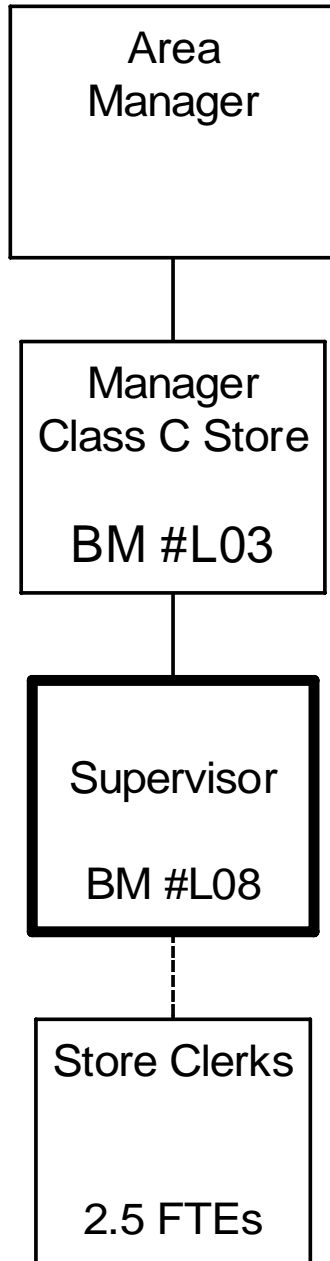
**Supervisor (Class C Store)**  
Range 11  
6211

### **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	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> 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.</p>	D	100
2	<p><b>MENTAL DEMANDS</b> 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.</p>	C	60
3	<p><b>INTERPERSONAL COMMUNICATION SKILLS</b> Discretion to explain corrective requirements regarding work quality to other employees as a shift supervisor</p>	C	30
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to operate cash register with some requirement for speed.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Freedom to Act: 3      Comparative Effects: IIb 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.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to certify receipt of goods as ordered and in acceptable condition to allow payment by someone else.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility for movement and storage of store inventory.</p>	D	22.5

<b>FACTOR NO.</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>CLASS. POINTS</b>
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to assign, monitor and examine work of assigned workers as a shift supervisor (1 FTE).	CD	14
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Moderate care and attention to ensure safety procedures are followed by staff.	C	15
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused requirement to frequently respond to multiple demands.	C	12
11	<b>PHYSICAL EFFORT</b> Heavy physical effort to frequently lift moderate weights.	E	24
12	<b>SURROUNDINGS</b> Exposure to almost always working in a site, open to the public, with background noise.	B	4
13	<b>HAZARDS</b> Moderate exposure to hazards from frequently lifting moderate weights.	C	6

**Total Points: 375**

**Level: Range 11**