

Agency: Liquor Distribution Branch  
Location: Various

Working Title:  
Level:  
NOC Code:

**Supervisor (Class A Store)**  
Range 14  
6211

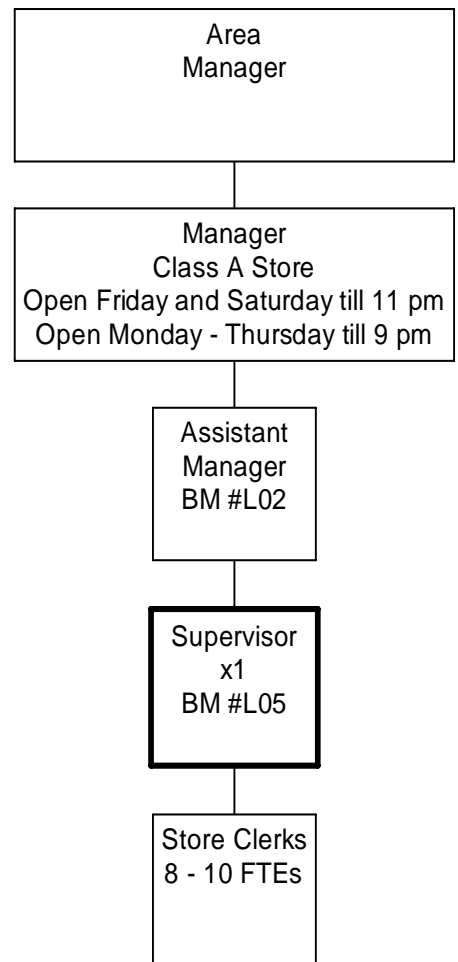
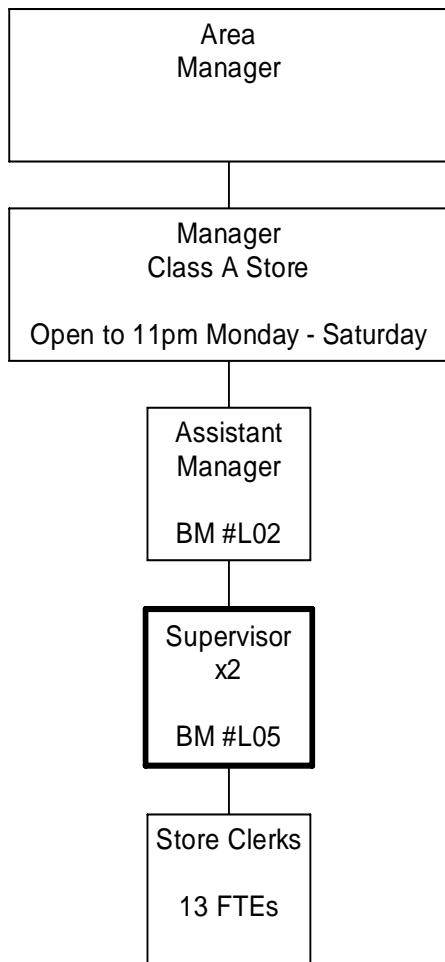
### **PRIMARY FUNCTION**

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	DEGREE	CLASS. POINTS
1	<b>JOB KNOWLEDGE</b> 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	<b>MENTAL DEMANDS</b> 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	<b>INTERPERSONAL COMMUNICATION SKILLS</b> Persuasion required to use basic counselling skills to appraise employee performance and discuss performance problems.	D	45
4	<b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to operate cash register with some requirement for speed.	C	15
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> <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	<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.	D	22.5
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility for movement and storage of store inventory.	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 supervise staff, appraise employee performance in a multi-shift store (Up to 13 FTEs).	DG	23
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 work 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: 554**

**Level: Range 14**