



**Title:** ASSISTANT MANAGER ON-SALE  
**Effective Date:** January 2015  
**Grade:** 14  
**Background Check Required:** Criminal BCA, Outstate BCA, Driver's License, and Reference

## DESCRIPTION OF WORK

### **General Statement of Duties:**

This position performs work that is primarily direct customer-support and administrative in nature, and is physically demanding. It is generally responsible for the work-direction of bar staff, tending bar, stocking, merchandising, and a variety of other duties pertaining to bar and restaurant operations.

### **Supervision Received:**

Works under the direct supervision of the On-Sale Manager, and at the will of the City Council.

### **Supervision Exercised:**

Provides work direction to bar staff and may participate in the selection and performance evaluation of, and recommend corrective actions for, such employees.

## TYPICAL DUTIES PERFORMED

The duties listed are for illustrative purposes and do not necessarily include all of the duties or activities performed by this position. Actual duties performed will vary on a day-to-day basis.

1. Provide work direction to bar staff, including prioritizing assignments, clarifying job expectations, assisting in employee evaluations, and scheduling work as necessary for call-in or shift-cover necessities.
2. Assist in the training of new employees.
3. Prepare bank deposits as directed.
4. Check in product deliveries, stock bar, and prepare on-going list of low-stock items.
5. Maintain surveillance and implement and maintain directed internal controls to effectively minimize loss of bar assets and inventory.
6. Respond to public inquiries and complaints concerning the bar and grill, investigate difficult and sensitive citizen inquiries and complaints, solve problems and maintain good relations with the citizens.
7. Tend bar in a proficient manner and keep current with industry trends and competitors' marketing and promotion.
8. Arrange and conduct the good housekeeping and overall maintenance and security of building, surrounding grounds and equipment.
9. Arrange and assist in the taking of physical inventory and merchandise ordering as directed.

10. Perform such other duties related to the position as assigned and/or necessary.
11. Tends bar.
12. Have the ability to perform all positions at the Sports Grill in a proficient manner.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Good knowledge of typical bar & restaurant operations, including the legal principles related to allowable sales.
2. Good knowledge of principles and processes for providing customer and personal services.
3. Ability to perform effective methods of showing, promoting, and selling products or services, and to appropriately suggest merchandise selections suitable to the customer's need.
4. Ability to effectively interact, participate in and contribute to a high performing liquor store, and to effectively interact with the public and all levels of City personnel.
5. Ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and involve lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50 pounds) frequently.
6. Skill in the use of standard office equipment, computerized cashiering systems, and basic mathematical computations.

### **QUALIFICATIONS**

#### **Minimum Qualifications:**

High school graduation or equivalent with at least one year of bar & restaurant or equivalent experience involving contact with the public, or an equivalent combination; valid driver's license; proficiency with standard office equipment and computerized cashiering systems. Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. Supervisory experience is desirable. Must be a minimum of 18 years of age.