Job Description

Title:	**On-Sale Manager**
Effective Date:	**Revised July 2019**
Grade:	**17**
Background Checks Required:	**Criminal, BCA, Outstate BCA, Driver's License, and Reference**

DESCRIPTION OF WORK

General Statement of Duties:

This position is work of significant complexity and difficulty, and is generally responsible for the preparation and management of the annual operating plan, development of retail objectives, marketing and merchandising concepts, purchasing, pricing, advertising and supervision of staff.

Supervision Received:

Works under the general supervision and direction of, and at the will of, the City Council.

Supervision Exercised:

Directly supervises and manages all bar employees.

Hours Anticipated:

- Expected to work at least 40/hours week.
- Required to work some evenings, days, nights, weekends, and holidays.

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. Determine products and brands to be carried, and select and place orders with vendors and suppliers to establish and maintain appropriate inventory levels while maintaining an acceptable cost of goods sold percentage.

2. Evaluate, recommend, and develop objectives for the bar and grill, including: marketing, customer service objectives; operating plans; advertising strategies; and bar improvements.

3. Prepare annual budget and make budget recommendations to the City Council.

4. Review inventory history and sales on an on-going basis to ensure that profit margins and projected sales volume are achieved.

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5. Implement and maintain effective internal controls to effective minimize loss of bar assets and inventory.

6. Supervise the bar and grill employees including prioritizing assignments, defining job expectations, completing employee evaluations, and scheduling work.

7. Develop and coordinate effective and necessary training programs for staff, encourage cross training opportunities for employees, and participate in the interviewing, testing, and hiring of bar and grill personnel.

8. Ensure the good housekeeping and overall maintenance and security of building, surrounding grounds and equipment.

9. 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.

10. Establish policies and procedures and review and audit positions with responsibility for the handling of money to insure integrity in the exchange and deposit of money for the bar and grill.

11. Direct and assign the bookkeeping duties of the bar and grill, including but not limited to: entering data in a computer terminal; balancing input data; preparing source documents for entry; preparing matching verifying and/or coding purchase orders and invoices and finalization of all financial reports.

12. Recommend to City Council equipment and technology necessary to perform bar and grill sales and inventory, coordinate and process requisitions for needed materials and equipment and obtain bids and estimate on work to be contracted.

13. Direct and assign the preparation of bank deposit statements and requisitions to obtain funds for payment of bills and, compile data for preparation of monthly, quarterly, or annual financial reports.

14. Keep the City Council informed and make recommendations on critical issues and provide information and advise on the bar and grill at City Council meetings, Council Work Sessions, and Liquor Committee meetings.

15. Ensure compliance with pertinent Federal, State and local codes, laws and regulations including the Minnesota Data Practices Act, OSHA and State Liquor Control Agency and, comply with all city and departmental policies and procedures.

16. Anticipate and communicate public interest and concerns about the bar and grill and its operations, and stay abreast of new trends and innovations in the field of liquor, marketing, business, maintenance and administration.

17. Direct and assign new product entry, report generation, and expense vouchers utilizing various technologies.

18. Review and evaluate all daily, weekly and monthly financial reports. Utilize these reports monthly in updating the annual budget to ensure profit objectives are met and in providing a quarterly and annual report to the City Council for review.

19. Develop, recommend and provide appropriate training programs to keep all bar and grill staff informed and knowledgeable of products.

20. Provide work direction to bartenders, wait staff, cooks, and other personnel, including prioritizing assignments, clarifying job expectations, conduct employee evaluations, and scheduling work as necessary for call-in or shift-cover necessities.

21. Train new employees.

22. Prepare bank deposits.

23. Check in product deliveries, and prepare on-going list of low-stock items.

24. 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.

25. Arrange and conduct the good housekeeping and overall maintenance and security of building, surrounding grounds and equipment.

26. Arrange and assist in the taking of physical inventory and merchandise ordering as directed.

27. Perform such other duties related to the position as necessary.

28. May be requested to cover the other liquor management position.

KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of retail operations including principles of influence systems, such as motivation, incentive, and leadership.

2. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

3. Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

4. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

5. Skill in performing mathematical and financial computations including addition, subtraction, multiplication and division; use of decimals and percentages, and

fractions; computing discount, interest, profit and loss, ratio and proportion, and; calculating surface areas, volumes, weights, and measures.

6. Demonstrable ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution and the direction, control and planning of an entire program or set of programs.

7. Demonstrable ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations.

8. 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. Tasks may involve extended periods of time at a keyboard or workstation.

9. Ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

10. Ability to effectively interact, participate and contribute to a high performing bar and grill, and to effectively interact with all levels of City personnel.

QUALIFICATIONS

Minimum Qualifications:

A two year business degree from an accredited college or university in merchandise retailing, marketing, business management, finance or related field with two years progressively responsible experience in a related position with supervisory responsibilities, at least two years of bar and restaurant experience with at least two years of management experience or an equivalent combination, valid driver's license, computer proficiency (Microsoft Office Suite and publishing software). Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered.

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