

WASHINGTON STATE DEPARTMENT OF PERSONNEL

06300

06320

Specification for Classes of

LIQUOR STORE ASSISTANT MANAGER 1 AND 2

1: Abolished Effective June 1, 2005

Definition: Acts as the principal assistant to the manager in a State-owned liquor store. One-level positions are found in stores with retail sales averaging below 17,000 adjusted units per month. Two-level positions are found in stores with sales averaging over 17,000 adjusted units per month.

A basic unit is (1) one bottle or (2) one four or six pack of beer or (3) one can of cocktail mix or (4) one package (prepackaged such as for gift giving) or (5) ten lottery tickets. An adjusted unit is defined as one basic unit sold individually or two-thirds of a basic unit sold as part of an "H" order or one-third of a basic unit sold as part of a military order. Unit count is evaluated annually covering a 12-month period.

Typical Work

As directed by the manager, makes out daily store reports; attends to store during his absence; supervises store clerks; opens and closes store; sets up cash drawers and makes bank deposits; and handles petty cash;

Assists in instructing and training new employees;

Checks in cash from store clerks; balances cash and sales slips at end of shift;

Prepares status reports and requisitions for stock and supplies;

Takes and fills or checks Class H and military orders;

Conducts or assists with spot checks of stock and monthly inventories; supervises and participates in receiving and shipping merchandise, and in store management;

Sells bottled alcoholic beverages and banquet permits to authorized customers;

Performs other work as required.

Knowledge and Abilities

Knowledge of: laws, rules, regulations and policies governing operation of State-owned liquor stores; principles and methods of retail store management; sales and stock control procedures and standard store reports.

Ability to: plan, assign, coordinate and supervise work of store personnel; understand written and oral instructions; meet and deal courteously and tactfully with public.

Minimum Qualifications

Graduation from high school or GED equivalent and six months of experience as a Liquor Store Clerk.

OR

Two years of experience within the past six years as a retail clerk.

Retail sales experience may be substituted, year for year, for education.

Note: Must be minimum of 21 years of age and acceptable for bonding. Must be physically capable of performing all the duties and responsibilities of the position, some of which involve the lifting and stacking of liquor cases weighing approximately 50 pounds, and being on one's feet for long hours.

New classes: 7-14-72

Revised minimum qualifications: 8-10-79

Revised definition: 6-15-84

Revised definition: 12-14-84