

WASHINGTON STATE DEPARTMENT OF PERSONNEL

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06400

Specifications for Classes of

LIQUOR STORE MANAGER 1 AND 2

2: **Abolished Effective June 1, 2005**

Definition: Liquor Store Manager 1 operates a State-owned liquor outlet with sales averaging below 17,000 adjusted units per month.

Liquor Store Manager 2 operates a State-owned liquor outlet 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

Supervises and participates in work of waiting on customers, maintaining store appearance and upkeep, receiving and shipping merchandise, maintaining accounting records, preparing reports, and taking periodic physical inventories; makes recommendations to supervisor on store improvements;

Opens and closes store, sets up cash drawers, and makes bank deposits;

Prepares requisitions for liquor stocks and submits for filling to liquor warehouse;

Supervises, trains, and evaluates store employees;

Answers inquiries and complaints and makes necessary adjustments in accordance with prescribed rules and procedures;

As required, takes and fills orders from Class H, tavern, grocery, beverage stores, or military establishment 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 Senior Clerk or higher or 18 months as a Liquor Store Clerk.

OR

Two years of retail sales experience within the past six years in a lead or supervisory capacity.

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: 5-21-73

Revised definition: 9-24-74 (effective 7-14-72)

Revised minimum qualifications: 10-29-74

Revised minimum qualifications: 8-10-79

Revised definition: 12-14-84