

CITY OF LANCASTER-MUNICIPAL LIQUOR STORE MANAGERS JOB DESCRIPTION

THE MUNICIPAL LIQUOR STORE MANAGER SHALL BE RESPONSIBLE FOR:

1. Observing state laws and city ordinances pertaining to On/Off sale municipal liquor store establishments.
2. Complete applications for Sunday Liquor Store events and give to clerk 40 days prior to event as state law requires application be received by them 30 days in advance of the event.
3. Maintaining civil order within the establishment and ban unruly customers for a prescribed amount of time as needed per city ordinance.
4. Manager shall be responsible for hiring, discipline and actions requiring dismissal of all municipal liquor store employees. Manager may hire part-time bartenders at their discretion but full-time employee/employees are hired at the discretion of the council for purposes of being benefited. PERA benefits are to be applied as mandated.
5. See that bartenders do not close earlier than 11:00PM unless there is inclement weather; an emergency or if there is a set early closing time due to Holiday/Sunday open event. The bar must close at the prescribed closing time in any other situation.
6. Employee monthly work scheduling and also scheduling of vacation/sick leave (for eligible employees) must be completed at least 7 day prior to new month. No employee is to work in excess of 40 hours per week unless prior approval is obtained from council.
7. See that all employees complete job duties for their job (i.e. bartender or cleaning person)
8. Review and sign each employee timecard on the 16th and after the last day of the month and place in the city clerk mail slot/give to city clerk.
9. See that cash registers receipts are counted and balanced at the end of each day and that receipts are place in the office safe and securely locked.
10. See that pull tabs and pull tab receipts are placed in locked area each night.
11. Prepare and deposit receipts a minimum of 1 time per week no later than 5 business days after the end of a week. A separate deposit is required at the end of each month in order to do monthly sales tax reporting. Deposit receipt/deposit summary/cash count forms and till tapes are to be given to the city clerk when deposit is completed.
12. Purchase maintenance supplies and liquor, beer, foods, and any other inventory as necessary (must follow purchasing policy for larger noninventory items). The manager is to review all invoices and sign, and give to city clerk in the week following receipt of invoice.
13. Arrange to meet truck deliveries as needed.
14. Liquor, beer and food retail pricing. As sales tax is included in total sale price the 10% Alcohol tax and 6.875% general rate sales tax on all other items must also be factored in to pricing.
15. Collection of bad checks issued to the Liquor Store and submission to Kittson Co. Sheriff's office if necessary.
16. Attend Liquor Store Inventories as requested.
17. Schedule routine maintenance, waxing and repair of building and equipment. Small items should be brought to the city maintenance person's attention; large items need city council approval.

18. See that sidewalks and door entrances are clean and clear of snow and debris, also that garbage etc. is picked up around the building and patio area (if being used for liquor store events).
19. Complete all required annual safety training and supervise employee's completion of safety training. City Clerk will coordinate with League of MN Cities trainer and online training site.
20. Obtain and maintain (renewal every 3 years) MN Certified Food Protection Manager license. New manager has up to 120 days from start date to complete this requirement.
21. Complete Liquor Awareness Online Training (renewal every 3 years). New manager must complete within 30 days of start date.
22. Manager implement The Liquor Awareness Online Training for any Bartender that has earned in excess of \$1,000.00 and then implement the renewal training (every 3 years for each employee)
23. Manager is responsible to schedule LS events and promotions and to work with clerk when scheduling an event that uses the Community Center. LS is responsible to clean the Community Center and patio if the event is LS sponsored.
24. Meet with council Quarterly at regular Council meetings 7:00PM (January, April, July and October) to review Quarterly reports and also meet with council at other times as requested.

PAY-PERIOD

The pay periods will be semi-monthly and shall be paid within 5 business days of the close of the pay period.

WORK WEEK

Manager position is considered part time and manager hours not to exceed 20 hours per week unless council approval is received. This would include working up to 1 shift as bartender per pay period.

BENEFITS

Benefits shall accrue for those benefited employees as approved by city council and as set out in the City of Lancaster's employee handbook. PERA benefits are to be applied as mandated.

In all other matters the City of Lancaster Employee Handbook shall apply.

Approved: December 23, 2020 by Lancaster City Council.