

**Position Title:** Supervisor

**Reports to:** Store Manager

**Location:** 1400 Cowichan Bay Rd

**Liquor Plus** is looking for you! So, who are we? Liquor Plus is a family owned and operated organization on Vancouver Island. We operate with a passion for our products, and a commitment to our customers, and community.

If you're like us, you are interested about learning about the amazing offering of local beers, wines, and spirits, and engaging with customers to help them make great choices! Working for Liquor Plus is a great way to interact with your community, make new friends, and impress people with your knowledge!

**We Provide:**

- Continual Learning & Development Opportunities
- Dynamic workplace & Awesome Coworkers
- Frequent Wine & Trade Tastings
- Team Member Discount at 8 locations
- PPE Footwear Allowance
- Competitive Compensation

**Position Summary**

The Supervisor position is responsible for assisting the Store Manager in the operation, management, and maintenance of the store.

**Key Responsibilities**

- Works with Company Management to maintain a high level of customer service professionalism and customer confidence within the Store.
- Maintains store cleanliness by ensuring all cleaning schedules are completed in a timely manner and all cleaning policies are followed
- Assists Store Management by ensuring all products are merchandised in a clear and imaginative manner
- Assists Store Management by ensuring all product is received and stored according to Company policy
- Assists Store Manager with price verification and procedures to ensure all products are recorded in the Company system and scanning correctly
- Trains staff on Company policies and procedures, enforces policies and monitors staff performance

## **Other Related Duties**

- Ensures Manager Task List is completed on a daily basis
- Maintains the privacy and confidentiality of all sales and related information for Liquor Plus and its affiliates
- Prepares employee schedules and timesheets
- Performs other related duties as assigned
- Participates in establishing and maintaining a prosperous and enjoyable work environment for staff

## **We want our team members to have:**

- Previous cashier and customer service experience in a fast-paced environment, such as retail, hospitality, or food services (1+ years)
- Proficiency at solving problems efficiently and effectively
- Serving it Right Certification
- Availability to work weekends, weekdays, and evening shifts
- The ability to lift 25kg frequently

## **We want our team members to be:**

- Confident in their ability to learn about a wide variety of local and foreign products, with passion for the constantly evolving industry
- Delighted in interacting with the community, creating relationships with customers, and providing great service and recommendations
- Committed to working as a team to create a supportive and inviting environment welcoming to all patrons, and serving them in the most friendly and professional of manners
- Ready to apply their drive and creativity to building attractive and successful displays

## **Requirements:**

- Must be 19+ years of age
- Must have Serving it Right certification

If you are interested in the position, apply now, and tell us a bit about yourself!