



SUPERVISOR: EVENING AND WEEKENDS

#118 - 2187 Oak Bay Ave, Victoria, BC

JOB DESCRIPTION

About Cork & Barrel Spirit Merchants

Cork & Barrel is a locally owned and operated liquor retailer in Victoria BC. Since our first day in business, we've been bringing the best selection of products and merchandise to our customers. Our name has become synonymous with quality throughout the entire Victoria area, and we do our best to ensure a permanent variety of fantastic items along with unique limited edition and seasonal items. Led by a strong, inclusive leader that is committed to staff education and development, our team possesses a vast array of product knowledge, experience, and passion for the industry.

Position Overview

Reporting to the Store Manager, the Evening and Weekend Supervisor works alongside the management team to provide leadership to the team and oversight of the evening and weekend operations of the store, maintaining a first-rate customer experience for both our customers and team.

Key Responsibilities & Duties

- Supervise and maintain operations of the store
- Provide and assist with team development and training
- Assist with inventory control, scheduling, and administrative tasks
- Work with company store manager to maintain a high level of customer service professionalism and ensure customer satisfaction
- Assist store manager by ensuring all products are merchandised in a clear and imaginative manner and proper stock levels are maintained
- Maintain and support the compliance of all company policies and government regulations regarding the marketing and sales of alcoholic beverages
- Ensure the proper care, use and maintenance of equipment, and reports any repair requirement to the store manager
- Ensure sales floor and back stock are area clean of cardboard and debris
- Initiate opportunities for additional sales
- Close and secure the store
- Maintain a tidy and safe work environment
- Actively participate in fostering a prosperous and enjoyable work environment for all staff

Qualifications

- Minimum 1-2 years' supervisory experience in a retail, hospitality, or food services environment
- Product knowledge of wine, beer and/or spirits and passionate about a career in liquor retail
- WSET certification is considered an asset
- Energetic, positive and leads by example to motivate others
- Exceptional customer service skills with a desire to create relationships
- Strong communication skills, both written and verbal
- Self-starter with a sense of ownership
- Organized and professional in approach
- Team focused problem-solver coupled with strong critical thinking skills
- Basic computer skills (Microsoft Word, Excel, and Outlook)
- Capable of lifting 20+ pounds worth of material
- Availability to work weekends/evening shifts

Job Requirements

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

Working Conditions

- Standing / Moving for 4-8 hours a day
- Lifting and/or Carrying Merchandise up to 25lbs on a Frequent Basis
- Lifting above the Shoulder

Hours of Work

- Thursday to Monday
- Evenings and weekends

Compensation & Benefits

- \$22/hr with potential for increase based on experience
- Extended Medical and Dental after three months of employment
- Onsite product learning and development opportunities
- Future growth opportunities
- Cork and Barrel will support on-going education in hospitality beverage for the successful applicant
- Central location in the heart of Oak Bay
- Onsite parking
- Casual dress