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Position Title: Liquor Store Clerk

Accountable To: Liquor Store Manager

Department: Liquor Store

Job Grade: Part-Time, Non-Exempt

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Position Purpose:

This position reports directly to the Liquor Store Manager. The Liquor Store Clerk is responsible for performing retail sales work related to the liquor store, assisting customers to locate and purchase store merchandise. This position also performs duties directly related to the daily operation of a liquor store.

Qualifications:

1. High School diploma or GED.
2. Retail experience is preferred, preferably in a liquor store.
3. Successful completion of criminal history and Fair Credit Reporting Act background checks.

Physical Requirements:

1. Frequent sitting and standing.
2. Regularly required to talk and hear.
3. Frequently required to use hands to finger, handle or feel objects, tools or controls.
4. Occasionally required to stand, walk, run, reach with hands and arms, climb or balance, stoop, kneel or crawl, push and pull, twist and turn, and taste and smell
5. Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

Working Hours and Conditions:

1. Position is up to 40 hours per week.
2. May be required to work additional hours as necessary.
3. Works in well-lighted, well-ventilated building
4. May be exposed daily to normal office fumes (i.e. whiteout), normal office dust, normal office chemicals (i.e. toner cartridges), and normal office noise.
5. Ability to sit and stand for extended periods of time.

Knowledge, Skills & Abilities Required:

1. Considerable knowledge of customer service techniques in a liquor store.
2. Considerable skill in operation of a cash register and the ability to make accurate change.
3. Considerable ability to see, hear, and greet customer in a courteous manner.
4. Working knowledge of various brands of liquor, beer and wine or the ability to acquire such knowledge in a timely manner.
5. Considerable ability to use miscellaneous equipment related to the operation and cleaning of a liquor store, including use of a telephone, security system, cash register, credit card machine and vacuum.

Essential Job Duties:

1. Operates cash register and related equipment (credit card machine, check verification, etc) for sale of liquor store merchandise.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position, but, does not state nor imply that the above are the only duties and responsibilities assigned to this position. All requirements and duties listed are subject to change at any time.

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Adopted by the Dassel City Council on the 16 day of February 2021.

City Clerk/Treasurer

Date

I acknowledge receipt of my job description and will be given an opportunity to review it at any time in the future or whenever it is updated by Council action.

Employee Signature

Date