



Job Description

Title: Retail Liquor Clerk
Effective Date: Revised July 2019
Grade: 3
Background Checks Required: Criminal, BCA, Outstate BCA and Reference

DESCRIPTION OF WORK

General Statement of Duties:

This position performs work that is primarily direct customer-support and is physically demanding. It is generally responsible for cashiering, stocking, and general maintenance of the retail liquor operations.

Supervision Received:

Works under the direct supervision of the Off-Sale Manager, and at the will of the City Council.

Supervision Exercised:

As directed by Off-Sale Manager or Manager on Duty

Hours Anticipated:

- There is no guarantee in the number of hours scheduled or shifts worked.
- Required to work days, evenings, weekends, and holidays.

TYPICAL DUTIES PERFORMED

The duties listed are for illustrative purposes and do not necessarily include all of the duties or activities performed by this position. Actual duties performed will vary on a day-to-day basis

1. Assist customers in selection of products and verify age identification requirements as established.
2. Operate cashiering system for sales of retail liquor merchandise; make change appropriately and as necessary.
3. Stock shelves and coolers with merchandise as directed and maintain proper housekeeping of shelves and merchandise.
4. Assist in unloading of deliveries, and assist in ordering and inventorying of merchandise as directed.

5. Maintain surveillance and maintain directed internal controls to effectively minimize loss of store assets and inventory.
6. Perform custodial duties including cleaning public and non-public areas; sweeping and scrubbing of floors as necessary or directed.
7. Perform such other duties related to the position as assigned and/or necessary.

KNOWLEDGE, SKILLS AND ABILITIES

1. Some knowledge of typical retail liquor merchandise.
2. Good knowledge of principles and processes for providing customer and personal services.
3. Ability to effectively interact with the public and all levels of City personnel.
4. Ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and involve lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50 pounds) frequently.
5. Skill in the use of computerized cashiering systems, and basic mathematical computations.

QUALIFICATIONS

Minimum Qualifications:

Any combination of education and/or work experience that is substantially equivalent to high school graduation or equivalent and some work experience. Work experience of a public-contact nature is desirable. Must be at least 18 years of age.