

City of Hawley
Job Description 2014

POSITION: Liquor Store Clerk
DEPARTMENT: Liquor Store
REPORTS TO: Liquor Store Manager

SUMMARY

Assists customers, promotes sales, and maintains merchandise stock on display.

ESSENTIAL FUNCTIONS OF THE POSITION

Stocks liquor, wine and beer on shelves and cooler, marks liquor and rotates stock.

Assists customers in selecting and locating merchandise and answering questions.

Sells liquor, wine, beer, cigarettes and lottery tickets to customers, including checking identifications for proper age of customers, ringing up purchases on computerized system, collecting money, making change, and carrying merchandise to their vehicles.

Maintains orderly and clean shelf and floor displays.

Observes store and customers for shoplifters, age violations and intoxication.

Cleans the store, takes out the garbage, and assists with recycling.

Checks in deliveries to ensure orders are accurate and prices products as directed.

Prepares bank deposits.

Performs other duties as apparent or assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED). Six (6) months experience in retail sales.

Must attend annual training for Alcohol Awareness and Identification Procedure.

LANGUAGE SKILLS

Ability to read and interpret documents and procedure manuals. Ability to communicate effectively with other employees and the general public.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of computer operations and ability to learn software programs.

Some knowledge of beers, wines and liquors.

Knowledge of municipal and state liquor laws.

Ability to use judgment and discretion in sales based on age, state of inebriation, and/or possibility of bad checks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, speak and hear and use hands to finger, handle or feel. The employee is frequently required to walk; reach with hands and arms and perform repetitive motions. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and extreme cold.

The noise level in the work environment is usually moderate.

