

City of Isanti
POSITION DESCRIPTION

LIQUOR STORE CLERK II

DEPARTMENT: Liquor
FLSA CLASSIFICATION: Non- Exempt
REPORTS TO: Liquor Store Manager
SUPERVISES: None

DEFINITION: Clerk II provides knowledgeable and courteous customer service while attending to other assigned duties of the liquor store. Performs all sales clerk functions, such as cash register transactions, stocking coolers and shelves, balancing sales receipts, and general store maintenance. The Clerk II is also responsible for becoming knowledgeable of all product lines sold in the store, with an emphasis on wines.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

- Prepares the store for closing and may occasionally be responsible for preparing the store for opening, or closing including ringing out the cash registers; verifying cash drawers, void slips, discount slips, and keg return slips; locks, turning on and off alarm system; and assuring the appearance of the store is ready for business.
- Assist with training of staff to be knowledgeable of product line and appropriate sales techniques; assuring compliance with all store procedures and applicable laws.
- Rings up retail sales, receives payments and gives change. Checks identification to sell liquor.
- Receipt and deposit of money, counts cash, balances cash receipts, and prepares bank deposit forms.
- Waits on customers, including but not limited to: finding items on shelves, recommending and selling merchandise to customers, and carrying merchandise to cars.
- Tracks, counts, and monitors ongoing inventory to make sure store is well-stocked to accommodate customer needs as well as perpetual inventory requirements.
- Inspects and verifies incoming stock and supplies for quantity and defects. Marks prices on merchandise.
- Stocks, arranges and rotates liquor merchandise on shelves, stocks beer coolers and sets up displays. Stocking shelves involves carrying beer and liquor cases.
- Performs general maintenance tasks at the liquor store, including but not limited to: setting up and dismantling displays, dusting shelves, displays, etc; vacuuming and sweeping floors; removing snow from walkways; removing trash from store; cleaning store and cooler windows; and washing shelves and bottles.
- Performs such other duties as are consistent with the tasks of the position and as may be assigned by the City
- Performs other related duties as assigned or apparent.

EQUIPMENT USED:

This position uses a variety of equipment in a liquor store and office setting. Such equipment may include, but is not limited to, computerized cash registers, bank card machine personal computers, printers, telephones, fax machines and copy machines.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of primary retail and liquor store principles and procedures.
- Knowledge of the laws, regulations and operations governing the operation of municipal liquor store.
- Knowledge of safety procedures and “right to refuse” sales.
- Knowledge of liquor retailing and product lines sold in liquor stores.

- Ability to proactively greet customers; be friendly, professional, polite and helpful in dealing with customers and employees. Represent the City in a positive and professional manner at all times.
- Ability to maintain effective, positive and respectful working relationships and confidence with the community, City Council and coworkers.
- Ability to cooperate and maintain confidentiality.
- Ability to provide excellent customer service and leadership.
- Ability to work equally as a team and maintain positive, motivated staff rapport.
- Ability to have strong oral and written communications skills and has the ability to listen and communicate with the public, staff and City Council.
- Ability to work all shifts, prioritize tasks, and notify management of problems.
- Ability to merchandise and display retail products, and use computer assisted inventory maintenance and control.

Any combination of education and experience that provides equivalent knowledge, skills and abilities will be considered.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent.
- Experience using a cash register.

PREFERRED QUALIFICATIONS:

- Experience working in retail, marketing or alcohol beverage industry.
- Experience working in municipal Liquor.

CONDITIONS OF EMPLOYMENT:

- Must possess a valid Minnesota Driver's License or the ability to obtain within thirty (30) days of employment.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work schedule for this position is flexible part-time up to 29 hours a week. Sunday- Saturday including rotating holidays, days/evenings and weekends, subject to current personnel policy and staffing needs of the Liquor Store. A minimum of two (2) Fridays & Saturdays and one (1) Sunday a month will be required.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires the employee to work alone, with others, around others and have contact with the public.

Activities that will **occur continuously**, 5-8 hours: sitting, walking, standing, verbal communication, hearing, repetitive motions and will work in or near coolers.

Activities that will **occur frequently**, up to 2-5 hours: problem solving, written communication, interpersonal skills, grasping, reaching, feeling lifting, carrying, reaching, hand/eye/foot coordination bending, twisting.

Activities that **occur infrequently**, less than 1 hour, stooping, kneeling, reaching at, above, and below shoulder level with the right, left, and both shoulders, and lifting. Physical strength to lift/carry/move moderately heavy cases (50 pounds) of merchandise frequently, move kegs (of 65 pounds) stock shelves/coolers and assist customers with carryout and other lifting or moving as required for the position.

This position may require the ability to drive an automobile.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Isanti is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Isanti.

Employee Signature

Printed Name

Date