

JOB TITLE: Liquor Store Part Time Clerk
REPORTS TO: Liquor Store Manager

EFFECTIVE DATE: December 31, 1994
LAST UPDATED: September 3, 2019

DESCRIPTION OF WORK

General Statement of Duties: Performs retail sales work assisting customers locate and purchase store merchandise; and performs related duties as required (ie. receive/stock inventory, record and assume responsibility for cash handling).

Supervision Received: Works under the general supervision of the Liquor Store Manager; receives technical direction from the City Accountant.
Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

Verifies all purchases for liquor are in compliance with State of Minnesota and Federal Laws.

Assist in advertisement signage.

Assists customers by locating merchandise, recommending purchases if requested, ringing up purchases on the cash register, collecting money, making change.

Stocks and mark liquor with correct price mark-up; rotates stock.

Assists manager in conducting inventory control.

Assists with cleaning the store including cleaning back room, washing glass doors, cleaning windows, vacuuming, cleaning coolers and bathrooms, dusting shelves and merchandise.

Takes out the garbage.

Review invoices and verify accuracy of merchandise deliveries.

Reconciles cash register and change bank and prepares daily bank deposits, and responsible for all cash at store during their shift.

Verifies authenticity and acceptability of checks, debit cards, and credit cards when used for purchases.

Close out cash register when closing up at night, put money in the safe, and lock doors.

Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of how to operate a cash register and make correct change.

Working knowledge of liquor laws.

Ability to work alone.

Working skill in the use of a calculator.

Able to work alone on night and weekend shifts up to 14 hrs per week.

Customer Service Skills Required.

Working ability to lift and carry objects (ie. to move kegs, cases of product), to bend, stoop, reach, and stretch.

Working ability to use judgement and discretion in sales base on age, state of inebriation, and/or possibility of bad checks.

MINIMUM QUALIFICATIONS

Ability to lift 25 pounds on a continuous basis.

Must pass background check by the City of Proctor Police Department.