

**CITY OF LONSDALE
JOB DESCRIPTION**

POSITION TITLE: LIQUOR STORE CLERK (PART-TIME)

DEPARTMENT: LIQUOR STORE

SUPERVISOR: LIQUOR STORE MANAGER

FLSA STATUS: NON-EXEMPT

APPROVED: SEPTEMBER 26, 2024

POSITION SUMMARY

Responsible for sales work in a liquor store. Duties include but are not limited to: operating cash register; customer service; stocking liquor store coolers and shelves; lifting and carrying beer kegs and cases of merchandise; and general cleaning of store.

SUPERVISION RECEIVED

Works under the general and technical supervision of the Liquor Store Manager. In the absence of the Liquor Store Manager shall take day-to-day direction from the Assistant Liquor Store Manager and/or the on-duty Lead Clerk.

SUPERVISION EXERCISED

Liquor Store Clerk shall have the authority to be supervisor when the Manager, Assistant Liquor Store Manager and/or Lead Clerk are not present.

RESPONSIBILITIES

- Ring up retail sales, receive payment and give change. Check for proper identification to determine eligibility to purchase intoxicating liquor;
- Assist customers, including but not limited to: find items on shelves, recommend merchandise to customers and carry merchandise to cars;
- Stock, arrange and rotate liquor merchandise on shelves, stock beer coolers, set up and dismantle displays;
- Assist with liquor, beer or wine tastings;

- Dust shelving and displays, vacuum, sweep and mop floors, remove snow from sidewalk, remove trash from store, clean store, wash windows, shelving, bottles and restrooms.
 - Perform other work as required and as directed by the Liquor Store Manager, Assistant Liquor Store Manager or Lead Clerk
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EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

- Minimum: High School diploma or equivalent and at least 19 years of age.
- Desired: At least 21 years of age and knowledge of liquor retailing and product lines.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish effective working relationships with supervisors, other employees, public officials and to deal with the public in a pleasant, courteous and tactful manner;
 - Knowledge of principles and processes for providing customer service;
 - Considerable ability to positively respond to complaints and resolve problems with tact;
 - Considerable ability to understand and follow written and oral instructions;
 - Knowledge of ordinances and regulations involving the sale of liquor;
 - Ability to use a telephone;
 - Considerable ability to use a computer and Point of Sales (POS) equipment;
 - Considerable ability to have a flexible work schedule
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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.

- Considerable ability to stand, walk, bend, crouch, stoop, pull and push, twist and turn, sometimes for long periods and/or repetitively.
- Considerable ability to frequently lift and carry objects of varying weight up to 80 pounds.
- Use both large and fine motor skills and a keen sense of touch and smell to perform work.
- The noise level in the work environment is usually moderate to quite.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

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Received by: _____ on _____, 20____.