

CITY OF WORTHINGTON**POSITION GUIDELINES**

JOB TITLE: PART TIME RETAIL CLERK **CLASSIFICATION:** NONEXEMPT
DIVISION: LIQUOR STORE

SUMMARY

Clerks provide knowledgeable and courteous customer service while attending to other assigned duties of the liquor store. Perform all sales clerk functions, such as cash register transactions, stocking coolers and shelves, and general store maintenance. The Clerk will be scheduled to work less than 30 hours per week, (usually 12-20 hrs./week) including evenings, weekends, some Sundays and some holidays.

ACCOUNTABILITIES

Reports to: Liquor Store Manager

Also receives work direction from Full-Time Retail Clerks and Keyholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide efficient, courteous and knowledgeable service to the customers including, but not limited to: locating items on shelves, recommending and selling merchandise to customers, and bagging and carrying merchandise to cars.
2. Rings up retail sales, receives payments and gives change. Responsible to check customer identification for proof-of-age and denies service to underage or intoxicated customers. Responsible for accurate management of money received through the sales of store products.
3. Stocks, arranges, and rotates liquor merchandise on shelves, stocks beer coolers and sets up displays. Stocking shelves involves carrying beer and liquor cases.
4. Maintains overall store appearance. Involves regular dusting of bottles and shelves, vacuuming, sweeping and mopping floors, cleaning windows, arranging displays, etc.
5. Performs general maintenance tasks at the liquor store, including but not limited to: setting up and dismantling displays, dusting shelves, vacuuming, mopping, and sweeping floors; removing snow from walkways; removing trash from store; cleaning store and cooler windows; and washing shelves and bottles.
6. Perform as key holder at times specifically designated by the Store Manager. Duties include but may not be limited to: opening/closing the store, counting/reconciling daily receipts, and engaging/disarming the store security system.
7. Ability to work varied shifts to ensure adequate coverage.

8. Adheres to city personnel policies and Municipal Liquor Store operation policies that exist or may be developed.
9. Responsible to follow management request of leaving cellphones in lockers or car during scheduled shift.
10. Perform other duties as assigned.
11. Attendance is an essential function of this position.
12. The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for this position.

EQUIPMENT

Cash register, computers and related software, vacuum cleaner, beer carts, office equipment including calculator and telephone.

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 use hands to finger, handle, feel or operate objects, or controls and reach with hands and arms. The employee frequently is required to stand for long periods of time; and at times is required to walk, sit, stoop, kneel, crouch, lift, talk and hear.

The employee may be required to lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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.

The noise level in the work environment is typically low.

JOB REQUIREMENTS

MINIMUM QUALIFICATIONS

- A. High School Diploma or General Education Degree (GED).
- B. Must be 18 years of age or older.
- C. Weekends, evenings, Sundays and holiday availability is required, 12-20 hours/week

DESIRABLE QUALIFICATIONS

- A. Customer service experience preferred.
- B. Previous experience in retail sales, preferably in an off-sale liquor operation.
- C. Cashiering experience preferred.