

City of Vergas**Job Description****POSITION TITLE:**

Liquor Store Clerk

DEPARTMENT:

Liquor Store

SUPERVISION RECEIVED:

Liquor Store Manager

SUPERVISION EXERCISED:

None

FLSA STATUS:

Part time (no more than 32 hours per week)

Date of Latest Revision:

Revised March 2019

General Statement of Duties:

The Liquor Store Clerk is responsible for a wide range of duties in the operations of the off-sale store, which includes manual labor and working with the public.

Essential Functions of the Position:

Maintains the cleanliness and safety of the store (retail floor, cooler, backrooms and office), hallway and bathrooms at all times. This includes the cleaning of windows (store door, store front and coolers) and the daily cleaning of bathrooms and removal of trash.

Verifies age identification of customers and responds to minors or intoxicated customers in a courteous manner in the refusal to serve.

Rotates stock and cleans shelves and product bottles/containers as work load permits.

Monitors inventory and stocks products in the cooler and shelves between customer sales.

Secures the building at time of closing at the end of the night shift.

Opens and closes the liquor store using the procedure established by the manager.

Ensures all monies and checks are locked in the safe at time of closing.

Checks out of the cash register and turns off at the end of the night shift.

Secures the back storeroom and office and keeps customers from entering these areas.

Reviews and completes the daily duty listing.

Assists other municipal departments as needs arise.

Minimum Qualification:

Must be at least 21 years of age or older

Ability to lift/move 40 lbs.

Performance Criteria:

Demonstrated competency in operating the cash register

Demonstrated effective communications

Manages time in completing the cleaning and the rotating and stocking of products

Independent in completing work in an accurate and timely manner

Knowledgeable and compliant with liquor store policy and procedures

The work environment and physical demands 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 functions, criteria, and qualifications are intended only as an illustration of various types of work performed, and are not all inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the City and the requirements of the position change.