

CITY OF LINDSTROM -----POSITION CLASSIFICATION

POSITION TITLE: Off-Sale Liquor Store Retail Clerk [Part-Time]

DEPARTMENT: Municipal Off-Sale Liquor Store

ACCOUNTABLE TO: Liquor Store Manager

Last Updated: September 2021

Primary Objective of Position

General Statement: Under the direct supervision of the Liquor Store Manager or Assistant Manager, the employee collects money for retail sales of off-sale liquor and related products. Duties also include stocking shelves, stocking the beer cooler, and cleaning.

Major Areas of Responsibility/Accountability

A. Customer Service

1. Assist customers in making selections and completing purchases.
2. Check for proper identification to verify age.
3. Provide excellent customer service as directed by management.
4. Suggest additional products the customer may have overlooked or may be of interest based on their purchases or history.
5. Promote responsible use of alcohol.
6. Providing a positive customer experience is the primary focus.

B. Operations

1. Maintain control of off sale areas.
2. Accurately operates cash registers to charge correct price and provide correct change.
3. Follow city policy regarding the receipt of personal or business checks.
4. Restock shelves and coolers as needed or directed by supervisor.
5. Cleaning to include sales floor, back room, break room, restrooms, parking lot, & entryway.
6. Assist the Liquor Store Manager, Asst manager or supervisor as requested or apparent.
7. Maintains stock, premises in a clean and orderly manner at all times.

C. Special Duties/Projects

1. Abides by dress code set by Liquor Store Manager.
2. Performs other related tasks as requested or apparent.
3. Seeks education opportunities regarding products to better serve the customers.

Qualifications

1. High School Diploma.
2. Ability to operate a computer & cash register.
3. Ability to deal with the public in an informed, pleasant and professional manner.
4. Ability to lift a minimum of 50 pounds and maneuver a maximum of 160 pounds (on an infrequent basis).
5. Ability to carry 25 pounds up and down a ladder (occasionally).
6. Ability to express oneself, clearly and concisely, both orally and in writing with tact, diplomacy and good judgment.
7. Ability to work by one's self without supervision.

Preferred Qualifications

1. Liquor Store experience.
2. Knowledge of beer, wine, spirits, and cocktails.
3. Alcohol sales/server training.