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| Job Title: | Off Sale Cashier |
| Department: | Liquor |
| Organizational Relationships: |  |
| Reports to: | Director of Liquor Operations, and Assistant Manger |
| Communicates with: | *Internally* – Director of Liquor Operations, City Administrator, Public Works Supervisor, and Bartenders |
|  | *Externally* – Liquor store customers, vendors, and general public |
| Supervises: | none |

Summary of Position:

The Full time Liquor Clerk is responsible for the operations of the liquor store. Duties include but are not limited to: performing all sales clerk functions, such as cash register transactions, stocking coolers and shelves, cleaning, printing price labels for inventory, maintaining back stock inventory and reporting outs and inventory discrepancies to the Director of Liquor Operations. Previous experience in a team environment preferred.

Duties and Responsibilities:

1. Waits on customers, including but not limited to: finding items on shelves, recommending and selling merchandise to customers, and carrying merchandise to cars.
2. Tracks, counts, and monitors ongoing inventory to make sure store is well-stocked to accommodate customer needs as well as perpetual inventory requirements.
3. Inspects and verifies incoming stock and supplies for quantity and defects.
4. Stocks, arranges and rotates liquor merchandise on shelves, stocks beer coolers and sets up displays. Stocking shelves involves carrying beer and liquor cases.
5. Performs general maintenance tasks at the liquor store, including but not limited to: setting up and dismantling displays, dusting shelves, displays, etc.; vacuuming and sweeping floors; removing trash from store; cleaning store and cooler windows; and washing shelves and bottles.
6. Setting up, cleaning, and organizing work stations

Requirements and Qualifications:

1. Ability to promote and market products and answer customer questions regarding product lines.
2. Ability to proactively greet customers; be friendly, professional, polite and helpful in dealing with customers and employees.
3. Demonstrate knowledge and ability to use a computer.
4. Skill in visual merchandising to create attractive displays and special promotions.
5. Able to work in a fast-paced environment
6. Able to multitask, prioritize, and manage time efficiently
7. Physical endurance to stand for entire shift
8. Self-motivated and self-directed
9. Works well as part of a team and on individual tasks
10. Available to work a variety of shifts including nights, and weekends
11. Able to bend, move, and lift up to 50 pounds or more
12. Must enforce all store policies and applicable laws. Be honest and trustworthy.
13. High School Diploma or equivalent.
14. Must be 18 years of age.
15. Minimum of two years of experience in retail sales, prefer experience in an off-sale liquor operation.
16. Previous cashiering experience and reconciliation of cash drawers, making change, handling money.
17. Prefer knowledge of product lines sold in a liquor store. Physical strength to lift/carry/move of merchandise frequently, stock shelves/coolers and assist customers with carryout. Requires occasional work in a cooler, requires frequent bending, and twisting.
18. Must pass background investigation and drug screening.

Position will follow the policies and procedures adopted by the City of Blackduck provided to you in the employee handbook. Position will be terminated immediately of you are caught stealing or drinking on the job. Position will be part time and not to exceed 40 hours per week (hours can vary upon the need of the Director of Liquor Operations) to include weekdays, weekends. The position reports directly to the Liquor Store Manager or Assistant Manager.

Keys Distributed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date issued: \_\_\_\_\_\_\_\_ Key Code: \_\_\_\_\_\_\_\_\_\_\_\_

*Employee agrees to accept keys to store under strict understanding that they are not to be given to, lost, or misplaced and if so employee will be subject to corrective action, cost for replacement of keys and possibly termination.*

Employee signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_