



**CITY OF JACKSON
POSITION DESCRIPTION**

SECTION I: GENERAL INFORMATION

Position Title: Part-Time Liquor Store Clerk	Department: Liquor Store	Unit:
Immediate Supervisor: Liquor Store Manager	Grade Placement:	FLSA Status: Non- Exempt
Job Summary:		
<p>Under the direction of the Liquor Store Manager and/or guidance of the Full-Time Liquor Store Clerk, the part-time Liquor Store Clerk is responsible for providing customer service to customers; for performing cashiering and point of sale responsibilities; assisting in stocking coolers and shelving products; assisting in cleaning and maintaining the appearance of the store; performing carry out services and other duties as needed.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cashier for retail sales, receives payments and gives change, as needed. Operates point of sale equipment. Checks customers for proper identification to sell liquor, beer, and wine.
- Performs customer service duties and tasks, including but not limited to: assists customers locate products, makes recommendations on merchandise to customers, assists customers by providing carry out services to vehicles.
- Stocks, arranges and rotates liquor merchandise on shelves, stocks coolers and may assist in setting up displays, as directed. Unloads and stores delivered product items.
- Performs general cleaning maintenance at the liquor store, including but not limited to: dusting shelves, displays, etc.; vacuuming, mopping and sweeping floors; removing snow from walkways; removing trash from store; cleaning store and cooler windows; washing shelves and bottles; and/or other cleaning duties, as assigned.
- Close the liquor store at end of shift. Turns off lights, checks to make sure all doors are locked, turns of TV and monitors, operates alarm system.
- Performs other duties of a comparable level or type, as required.



SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Fundamentals of retail sales. • General safety precautions and proper lifting mechanics. • Customer service etiquette and orientation. • General business math and operation of general office equipment. • Basics of computer operation and use.
Required Minimum Work Experience in Addition to Formal Education/Training: No previous experience required.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Must meet age requirement in order to sell liquor products. Requires a valid MN Driver's License or evidence of equivalent mobility.	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: <ul style="list-style-type: none"> • Oral and written communication skills. • Performance of customer service orientation and etiquette in dealing with public/customers on an ongoing basis. • Learning point of sale operations. • Learning product knowledge of liquor store products. • Following instructions and operational procedures of the store. • Attention to detail and accuracy in the performance of cashing responsibilities. • Implementing closing procedures. • Flexibility and willingness to work varied shifts, holidays in accordance with scheduling requirements. • Cleaning and maintaining the physical appearance of the retail store. 	



PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand				X	Up to 10 lbs				X
Walk			X		Up to 25 lbs			X	
Sit	X				Up to 50 lbs			X	
Use hands to finger, handle or feel				X	Up to 100 lbs	X			
Reach with hands and arms			X		Over 100 lbs.	X			
Climb or balance		X							
Stoop, kneel, crouch or crawl			X						
Talk or hear				X					
Taste or smell		X							

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:

Exerting up to 50 lbs frequently and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:

The work environment involves working with the public on a continuous basis. Work environment does not involve significant environmental hazards and risks associated with the work. Physical requirements associated with the job involve proper lifting mechanics and safety procedures/equipment.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

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 of 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.

The City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Classification History:

Draft prepared by BCC 5/2015 and updated April 2, 2019

