

CITY OF FAIRMONT**POSITION DESCRIPTION**

POSITION: Liquor Store Clerk/Part time
DIVISION: Finance and Administration
DEPARTMENT: Liquor Store
CLASSIFICATION: Non-Union – None-Exempt

POSITION SUMMARY: Performs retail clerk work at the municipally owned liquor store. This clerk/stock position will include night and weekend hours.

POSITION AUTHORITY: Works under general supervision within established guidelines.

RELATIONSHIPS

IMMEDIATE SUPERVISOR: Liquor Store Manager

SUPERVISES: None

EMPLOYEE CONTACTS: Works with the manager or assistant manager and occasionally city hall employees.

OUTSIDE CONTACTS: Considerable public contact.

RESPONSIBILITIES

Assists liquor store customers.

Unloads and stores incoming deliveries.

Maintains store appearance by dusting shelves, sweeping floor, cleaning windows and arranging displays.

Performs other duties as directed.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE: Minimum: High school diploma or equivalent.

DESIRABLE: Some retail sales experience.

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NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: General knowledge of municipal and state liquor regulations.

Ability to deal effectively with all types of customers.

Ability to work efficiently and accurately in a fast-paced environment.

Ability to lift and handle beverage cases with weight up to 60 pounds and occasionally kegs up to 160 pounds.

Skill in operation of listed tools and equipment.

TOOLS AND EQUIPMENT USED: Phone, copy machine, cash register, calculator.

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 reach with hands and arms. The employee is frequently required to stand, walk; use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; and talk or hear.

The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move more than 160 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 ENVIROMENT: 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 usually quiet.

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 to the position.

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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.

DATE APPROVED: _____

BY: _____