

**City of Fairmont**  
**POSITION DESCRIPTION**

**LIQUOR STORE CLERK**

**DEPARTMENT:** Liquor Store  
**FLSA CLASSIFICATION:** Non-Exempt  
**REPORTS TO:** Liquor Store Manager  
**SUPERVISES:** None

**DEFINITION:** The Liquor Store Clerk performs retail clerk and stock work at the municipally owned liquor store.

*To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.*

**ESSENTIAL FUNCTIONS OF THE JOB:**

- Provides customer service to liquor store customers.
- Restocks and arranges shelves and coolers.
- Unloads and stores incoming deliveries and accurately checks incoming freight invoices.
- Maintains store appearance by dusting shelves, sweeping floor, cleaning windows, arranging displays, shoveling snow, and maintaining parking lot appearance.
- Effectively and accurately operates and balances a cash register.

**EQUIPMENT USED:**

This position uses a variety of equipment typical to a retail store. Such equipment may include, but is not limited to, phone, copy machine, cash register, calculator, keyboard, baler, conveyor and pallet jack.

**REQUIRED KNOWLEDGE AND ABILITIES:**

- General knowledge of municipal and state liquor regulations.
- Ability to deal effectively and politely 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.

**MINIMUM QUALIFICATIONS:**

- High school diploma or equivalent.

**PREFERRED QUALIFICATIONS:**

- Knowledge of computerized cash register systems and retail sales experience.

**CONDITIONS OF EMPLOYMENT:**

**WORK SCHEDULE:**

This clerk/stock position will include night and weekend hours. The typical work schedule for this position is full-time at 40 hours per week. Liquor store hours are Monday through Thursday 9:00 AM to 9:00 PM, Friday and Saturday 9:00 AM to 10:00 PM and Sundays 11:00 AM to 3:00 PM.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

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.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work indoors and the noise level in the work environment is usually quiet.

Activities that will **occur continuously**, reaching with hands and arms, talking, communicating, seeing with close and distance vision.

Activities that will **occur frequently**, problem solving, written communication, interpersonal skills, standing, walking, using hands or fingers to feel or operate objects, tool, or controls and lifting and carrying up to 60 pounds.

Activities that **occur occasionally**, sitting, climbing or balancing, stooping, kneeling, crouching or crawling and talking or hearing and lifting and carrying up to 160 pounds.

*This 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.*

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Fairmont.

Employee Signature	Printed Name	Date