



## Position Description Liquor Store Clerk

**DEPARTMENT:** Liquor Store  
**FLSA CLASS:** Non-exempt, Non-union  
**REPORTS TO:** Liquor Store Manager  
**SUPERVISES:** None  
**LAST REVISED:** October 21, 2024

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### **SUMMARY:**

The part-time Liquor Store Clerk performs retail clerk work. This position is responsible for providing customer service, stocking liquor and related products, carrying out light housekeeping, performing efficient transactions, and maintaining proper cash control.

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*To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, 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 to serve 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 INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- 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, vacuuming rugs, cleaning windows, arranging displays, shoveling snow, and maintaining parking lot appearance.
  - Operates and balances a cash register effectively and accurately.
  - Performs other related duties as required or assigned.
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### **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.

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### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- General knowledge of municipal and state liquor regulations.
- Skill in operation of listed tools and equipment.
- Skill in understanding basic mathematical calculations, counting, and making monetary change.
- 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.
- Ability to have flexibility in scheduling.

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**MINIMUM QUALIFICATIONS:**

- Must possess high school diploma or equivalent.
- Must meet state-mandated age requirement.

**PREFERRED QUALIFICATIONS:**

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

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**CONDITIONS OF EMPLOYMENT:**

N/A

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**WORK SCHEDULE:**

This position includes day, night, weekend, and holiday hours. The typical work schedule is part time at 14 hours per week. Shifts are typically four to six hours in length.

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**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 include reaching with hands and arms, talking, hearing, communicating, and seeing with close and distance vision.

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

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

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*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 that this job description does not constitute an employment contract with the City of Fairmont.

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Employee Signature

\_\_\_\_\_  
Printed Name

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Date