

**SEASONAL LIQUOR STORE CLERK
POSITION DESCRIPTION AND
ESSENTIAL JOB FUNCTIONS****POSITION DESCRIPTION****IDENTIFYING INFORMATION**

LAST NAME:		FIRST NAME:			MI:	EMPLOYEE NUMBER:	POSITION NUMBER: XXX				
JOB TITLE: Liquor Store Clerk Seasonal Part Time				JOB CODE: U2800		WORKING TITLE: Seasonal Liquor Store Clerk					
DEPARTMENT: Liquor Control Board				DISTRICT:				STORE NUMBER:			
SUPERVISOR'S LAST NAME:			SUPERVISOR'S LAST NAME:			JOB TITLE:			POSITION NUMBER: XXX		
START TIME: Various	END TIME: Various	HOURS PER WEEK: PT	DAYS WORKED: (Check all that apply)	SUN <input checked="" type="checkbox"/>	MON <input checked="" type="checkbox"/>	TUES <input checked="" type="checkbox"/>	WED <input checked="" type="checkbox"/>	THUR <input checked="" type="checkbox"/>	FRI <input checked="" type="checkbox"/>	SAT <input checked="" type="checkbox"/>	

POSITION PURPOSE

DESCRIBE THE PRIMARY PURPOSE OF THIS POSITION AND HOW IT CONTRIBUTES TO THE ORGANIZATION'S OBJECTIVES. EXAMPLE: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

The incumbent in this job assists with the daily efforts of providing service to retail and wholesale customers and assists with the daily operations of a Liquor Store.

DESCRIPTION OF DUTIES

DESCRIBE IN DETAIL THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THIS POSITION. DESCRIPTIONS SHOULD INCLUDE THE MAJOR AND RESULT OF THE TASK. EXAMPLE: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

Customer Service:

Greets customers and engages them in friendly conversation.

Answers customer inquiries concerning location of merchandise, product information and other customer concerns.

Assists customers in locating products and directs detailed or complicated requests to other store staff capable of providing assistance.

Assists customers and licensees in carrying merchandise to their cars and helps load cars.

Pulls licensee orders, verifies that the appropriate merchandise has been pulled along with the appropriate counts.

Packs licensee orders so that bottles are secured for transportation.

Checks licensee orders pulled by others to ensure bottle counts, codes, and labels are correct.

Assists customers in loading cars and vehicles.

Cash Register and Sales:

Utilizes cash register, scanner, card swipes, or other equipment used while ringing customer sales.

Makes determination that customers are fit to purchase products and are of legal age.

Counts money and accurately accounts for all monies associated with assigned cash drawer.

Scans products and verifies that Point of Service (POS) information matches products being purchased.

Should there be a discrepancy between POS data and the product being scanned, incumbent calls for manager's or supervisor's assistance.

Works at registers and tenders sales by cash, credit, debit, gift cards, and checks.

Bags merchandise according to procedural standards.

Follows all proscribed counter procedures detailed in employee training.

DESCRIPTION OF DUTIES (CONTUNED)

Merchandising:

Checks code on shelf to ensure the item being stocked is in the correct place.

Stocks shelves and ensures all products are brought to the front of the shelves with labels facing the customer.

Builds end cap displays by wheeling out products, opening boxes, stacking merchandise, and hauling away empty boxes.

Utilizes proper lifting techniques and follows all safety procedures.

Uses 2 wheeled carts, 4 wheeled carts, and box cutters safely.

Accurately count merchandise for inventory purposes on a recurring basis.

Completes appropriate forms as necessary.

Ensure the security of merchandise through constant visual and physical surveillance of sales area.

Store Appearance:

Mops floors, cleans bathrooms, toilets, sinks, and washes windows.

Takes trash out to dumpster and ensures all trash enters and remains in dumpster.

Dusts bottles, and ensures products are clean and that signage is properly placed.

Removes empty boxes, breaks down and disposes of all cardboard properly.

Trucks and Deliveries:

Assists in unloading trucks, separating sales stock from backroom stock.

Rotates inventory so that the oldest inventory is up front and staged for usage.

Stacks delivered merchandise by code in the store room, ensuring stacks are securely built and that no open cases are on the bottom.

Performs other related duties as required.

Essential Job Functions:

Note: All assignments are to be conducted according to PLCB standards and policies.

Receive inventory shipments one or more days per week including:

Frequently lifting cases of merchandise weighing from 30 to 50 pounds with an occasional case weighing up to 60 pounds from a squatting position.

Frequently stacking cases of merchandise up to four cases high on a hand truck or two cases high on a cart to transport to the appropriate area.

Frequently lifting cases of merchandise – occasionally overhead – and placing them into the storage area.

Handle daily inventory including:

Frequently retrieving cases of merchandise – occasionally overhead, or from a squatting position from the floor, weighing from 30 to 50 pounds with an occasional case weighing up to 60 pounds on a daily basis from the storage area and transporting them to the sales area using a hand truck or cart.

Frequently placing bottles of merchandise weighing up to 20 pounds on shelves and/or floor displays in order to replenish inventory for sale.

DESCRIPTION OF DUTIES (CONTUNED)

Frequently retrieving cases of merchandise – occasionally overhead – weighing from 30 to 50 pounds with an occasional case weighing up to 60 pounds on a daily basis from the storage area and transporting them for retail sale and wholesale order.

Frequently packaging orders and assisting both retail and wholesale customers in transport (carrying, hand trucking or carting) large or heavy packages to the customer’s vehicle and assist with loading the vehicle.

DECISION MAKING

DESCRIBE THE TYPES OF DECISIONS MADE BY THE INCUMBENT OF THIS POSITION AND THE TYPES OF DECISIONS REFERRED TO OTHERS. IDENTIFY THE PROBLEMS OR ISSUES THAT CAN BE RESOLVED AT THE LEVEL OF THIS POSITION, VERSUS THOSE THAT MUST BE REFERRED TO THE SUPERVISOR. EXAMPLE: *In response to a customer inquiry, I research the status of an activity and prepare a formal response for my supervisor's signature.*

The incumbent is expected to act independently within predetermined parameters. Incumbents will seek managerial or supervisory input for issues that require special handling.

REQUIREMENTS PROFILE

IDENTIFY ANY REQUIREMENTS, SUCH AS A LICENSURE, REGISTRATION, OR CERTIFICATION, WHICH MAY BE NECESSARY TO PERFORM THE FUNCTIONS OF THE POSITIONS. POSITION-SPECIFIC REQUIREMENTS SHOULD BE CONSISTENT WITH A NECESSARY SPECIAL REQUIREMENT OR OTHER CRITERIA IDENTIFIED IN THE CLASSIFICATION SPECIFICATION COVERING THIS POSITION. EXAMPLE: *Professional Engineer License*

1. None	2.	3.
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ESSENTIAL FUNCTIONS

PROVIDE A LIST OF ESSENTIAL FUNCTIONS FOR THIS POSITION. **ONLY 40 CHARACTERS PERMITTED.** EXAMPLE: *Lifts boxes weighing up to 60 pounds.*

1. See above for lifting and material handling details.
2. Communicate orally.
3. Communicate in writing.
4. Stand for extended periods of time.
5. Operate a computerized cash register.
6. Utilize scanners, box cutters, cleaning equipment and related tools and equipment.
7. Count and perform basic arithmetic.
8. Utilize material handling equipment, such as dollies, carts, hand trucks, and pallet jacks.
9. Ensure the security of merchandise via visual and physical surveillance of sales area.
10. Screen customers to ensure they are at least 21 years of age.

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

SUPERVISOR'S ACKNOWLEDGEMENT:	JOB TITLE:	DATE:
EMPLOYEE'S ACKNOWLEDGEMENT:	JOB TITLE:	DATE:

