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A CITY ON PURPOSE.

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Positions open until filled.

TITLE LIQUOR SALES CLERKS - PART TIME

DEPARTMENT LIQUOR HUTCH -MUNICIPAL LIQUOR STORE

SUPERVISED BY LIQUOR SALES MANAGER

SUMMARY THIS IS SALES AND MANUAL WORK IN THE MUNICIPAL LIQUOR STORE

DUTIES AND RESPONSIBILITIES

1. Waits on customers and answers questions about beverages. Finds items on shelves, recommends and sells merchandise to customers. Rings up sales on cash register. Bags purchases. Checks customer identification for age certification and assesses customer condition as required. May carry out some purchases.
2. Receives, stores and unpacks incoming beverages.
3. Stocks, arranges and rotates liquor merchandise on shelves and fills coolers.
4. May assist staffing special events sponsored by the Liquor Hutch such as, Grapevine Wine Tasting.
5. Performs general maintenance tasks including, but not limited to, setting up and dismantling displays, dusting shelves, display, etc., vacuuming, sweeping and mopping floors, cleaning store and cooler windows, removing trash, removing snow from walkways, and washing shelves and bottles.
6. Performs related duties as required.

MINIMUM QUALIFICATIONS High school diploma, GED or equivalent. Must be 21 years of age. Beverage alcohol training (BAT).

DESIRABLE QUALIFICATIONS Customer service experience. Previous experience in retail sales, preferably in an off-sale liquor operation. Previous cashiering experience on a computerized cash register, and proper handling of money and making correct change. Ability to promote and market products and answer customer questions. Ability to be friendly, professional, polite and helpful in dealing with customers and co-workers. Represent the City in a positive and professional manner at all times. Possess sound judgment regarding liquor sales and the ability to enforce all store policies

and applicable laws.

EQUIPMENT Work is primarily in the Liquor Hutch facility. Equipment includes cash registers, credit/debit card transaction machines, fax machine, copy machine, telephone, and cleaning equipment (vacuum, mop, etc.).

WORKING CONDITIONS Inside work. Moderate physical activity. Public contact. Part time work. Variable hours, as scheduled by manager.

Starting Pay Rate: \$16.77/hour

CITY OF HUTCHINSON
ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

FOR POSITIONS: Building Custodian, General Maintenance Worker, Liquor Store Clerk, Laboratory Technician, Building / Arena Attendant

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 frequently is required to stand, walk and 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, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 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 ENVIRONMENT

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.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The noise level in the work environment is usually moderate.

The duties listed in job descriptions 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.

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.