

CITY OF MAPLE LAKE

JOB DESCRIPTION

JOB TITLE: SALES/STOCK CLERK

DEPARTMENT: MUNICIPAL LIQUOR STORE

SUPERVISOR: MUNICIPAL LIQUOR STORE MANAGER

HOURS WORKED: 15 - 20 HOURS PER WEEK

Primary Objective of Position

General Statement of Duties: Performs and provides customer and general services related to retail liquor sales and stocking shelves.

Supervision Received

Works under the administrative oversight of the Municipal Liquor Store Manager.

MAJOR AREAS OF RESPONSIBILITY/ACCOUNTABILITY

The listed examples may not include all duties performed by this position.

1. Provides prompt, courteous service to patrons of the Municipal Liquor Store.
2. Restocks coolers and shelves as required.
3. Maintains stock in an orderly appearance for merchandising.
4. Understands and enforces all general policies as determined by the Municipal Liquor Store Manager.
5. Assists in training new clerks as required.
6. Maintains general sale area in a clean and neat appearance.
7. Serves, collects, and accounts for all transactions while on duty.

8. Deals courteously, effectively, and tactfully with the public.
9. Ability to establish and maintain effective working relationships with other employees.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Considerable ability to communicate effectively, orally, and in writing.
2. Considerable ability to operate a telephone, cash register, and calculator.
3. Considerable ability to establish and maintain effective working relationships with co-employees, management, the City Council, and the general public.
4. Considerable knowledge of local and state regulations and policies in relation to alcohol sales and use.
5. This position requires the ability to work alone as well as work with others.
6. Considerable ability to stand for long periods of time.
7. This position requires the ability to lift up to 100 pounds.
8. Other physical requirements of this position are: stooping, kneeling, crouching, reaching, and twisting,

QUALIFICATIONS

Minimum Qualifications: High School Diploma or GED and retail experience.