



## JOB DESCRIPTION

### Part-Time Liquor Store Clerk City of Fridley, Minnesota

<b>Date:</b>	Aug. 26, 2010		
<b>Position Title:</b>	Part-Time Liquor Store Clerk		
<b>Department/Division:</b>	Finance Department/Liquor Division		
<b>Grade:</b>	101	<b>Wage Range:</b>	\$10.61-14.60
<b>FLSA Status:</b>	Non-exempt		
<b>Position Reports And Is Accountable To:</b>	Liquor Operations Manager		

**POSITION OBJECTIVE:** To provide customer service and perform cashier functions for the City's off-sale retail liquor stores.

#### ESSENTIAL JOB FUNCTIONS:

1. Provide friendly and positive customer service to patrons and visitors to the retail stores.
2. Perform accurate and timely cashier functions, including scanning and entering sales transactions, making change and handling cash.
3. Performs basic mathematical computations.
4. Perform required ID checks on customers and notifies management of violations, concerns, etc.
5. Complies with all regulations regarding sales transactions and established procedures.
6. Restocks shelves and fills coolers with new merchandise.
7. Performs periodic inventory of stock on hand.
8. Closes out register(s) and balances cash drawer daily or during shift.
9. Assists customers in selection of various brands of liquors, wines, etc., advises on quantity of purchases for special occasions, and helps customers with carry-outs.
10. Maintains the premises both inside and out in a neat clean condition at all times, including dusting, sweeping, mopping, washing windows, and rearranging merchandise.
11. Fill in at other City-owned liquor stores and provide reliable transportation, as needed.
12. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. Must be twenty-one (21) years of age.
2. Must have valid driver's license with no restrictions and a good driving history.
3. Ability to perform basic mathematical computations including addition, subtraction, multiplication, and division.

**DESIRED QUALIFICATIONS:**

1. Experience in operating a cash register and making change.
2. Experience in retail sales.
3. Knowledge of the various brands and the common usage of liquors and merchandise sold in liquor stores.
4. Experience in off-sale liquor establishment.
5. Experience with personal computers.

**WORK ENVIRONMENT:**

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of Part-time Liquor Store Clerk. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

**COMPENSATION AND BENEFITS:**

This is NOT A FULL-TIME POSITION. Hours may vary, with a maximum of 20 hours per week Monday through Saturday (primarily evenings and weekends). Hourly pay range is \$10.61-14.60 per hour. Benefits include worker's compensation insurance, unemployment insurance, employer's share of payments to Social Security, Medicare, and Public Employee's Retirement Association.

**APPLICATION PROCEDURE:**

For application materials, view our website at [www.ci.fridley.mn.us](http://www.ci.fridley.mn.us) or contact the City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432 (763) 572-3504. Applications must be received by Sept. 17, 2010.

**August 2010**

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.

**EEO/ADA**