

TITLE: Liquor Store Sales Clerk

DEPARTMENT: Liquor Store

ACCOUNTABLE TO: Manager

HOURLY WAGE: \$16.00

SUMMARY OF JOB DESCRIPTION: Performs duties of sales clerk, including helping customers, daily check out and stocking shelves.

DUTIES AND RESPONSIBILITIES

1. Perform sales clerk duties including: assisting customers, checking out customers, daily check out of cash register and daily check out worksheet showing sales and deposit dollar amount.
2. Take night deposit bag to the bank drop box when working to closing time.
3. Clean and dust shelves as often as necessary to maintain attractive shelves.
4. Vacuum as often as necessary to maintain clean flooring.
5. Maintain attractive and neat displays for products sold.
6. Stock shelves daily in order to maintain display floor.
7. Keep cooler stocked. This includes stocking warm beer from hall as well as cooler lines.
8. Keep the beer shoot empty.

QUALIFICATIONS: High school education with an understanding of basic bookkeeping. Basic knowledge of wines, beers and liquors. Ability to deal courteously with the public.