



Job Description

Job Title:	Liquor Store Salesperson (Part-time)
Department/Division:	Liquor Operations
Supervisor's Title:	Store Manager
Exempt/Non-exempt:	Non-Exempt

Position Description

This position requires you to run a point of sale (POS) register, responsible for strict control and maintenance of the sale of alcohol beverages, provide prompt and courteous customer service, assist in keeping store clean and assist management as needed. Must possess the ability to deal professionally with customers while following all policies and procedures for alcoholic beverage sales as set forth by Wayzata Wine and Spirits

Essential Functions

- Provides superior customer service to every customer
- Answer phones promptly, directs calls and takes phone messages
- Utilizes the point of sale system for every transaction
- Ability to handle and manage cash
- Supports maintaining overall appearance of the store
- Perform all duties as directed by store management
- Develop and maintain professional relationships with all levels of staff
- Be able to work in a fast paced retail sales environment
- Attends all scheduled employee meetings and brings suggestions for improvement
- Performs other duties as assigned

Minimum Qualifications

- High school diploma or GED
- Must be at least 18 years of age.
- Valid MN Driver's License
- Must pass criminal background check

Desired Qualifications

- Previous experience in a municipal off-sale liquor operation

Physical and Mental Requirements

- Work in the store requires frequent bending and long period of standing or walking.
- Must be able to lift 50-80 pounds with reasonable accommodations

This is a part-time position that will work 16-24 hours per week.

January, 2020