

CITY OF CALLAWAY CALLAWAY MUNICIPAL LIQUOR STORE

Title: Bartender/Retail Clerk	Department: Municipal Liquor Store
Reports To: Liquor Store Manager	

Scope of Job

General Statement of Duties

Provides a high degree of customer service to patrons of the Municipal Liquor Store (both on and off sales) by serving food and drink and assisting with retail sales.

Supervision Received

Works under the general and technical supervision of the Municipal Liquor Store Manager.

Supervision Exercised

None.

Duties and Responsibilities

The following are examples only and are not intended to be all inclusive or restrictive – other duties may be assigned as necessary

General Duties

- Waits on off and on sale customers.
- Prepares and serves alcoholic and non-alcoholic drinks and food.
- Handles retail sales at off sale.
- Recommends purchases to customers.
- Calculates sales, collects money and makes change.
- Assists customers in filling orders.
- Assists with receiving orders and checking deliveries.
- Cleans glasses, equipment, bar, restrooms and store as necessary.
- Assists in cleaning and stocking coolers and shelves.
- Participates in in-service training.
- Assists with conducting inventory of merchandise periodically during the year.
- Handles monetary transactions related to gaming activities.
- Store closing procedures; assuring that all cash and daily receipts are secured in safe, all Sales Clerk duties have been completed, all doors secured, alarm is set, etc.

Other Duties

- Performs other duties as assigned by the Liquor Store Manager.

Knowledge, Skills and Abilities

- Knowledge of alcoholic drinks and their preparation.
- Skill in the use of various types of cash registers.
- Ability to deal courteously and tactfully with the public.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to accept supervision.
- Ability to follow written and oral directions and complete assigned tasks with limited supervision.
- Ability to safely lift and carry objects weighing up to 40 pounds.
- Ability to use good judgment and discretion in sales based on age, inebriation and/or possibility of bad checks.

Minimum Qualifications

- Must be able to perform general duties and have general knowledge, skills and abilities required by position.

Preferred Qualifications

- Previous experience as a bartender.

Approved: _____ ~S~ _____ Date: ____ 1/12/10 _____
 Liquor Store Manager

Approved: _____ ~S~ _____ Date: ____ 1/12/10 _____
 Mayor

FLSA Classification: Non-exempt	Status: Regular, Hourly Position

Revised:	Council Approval:
Signature:	Date: