



## JOB DESCRIPTION

### Part-Time Liquor Sales Associate City of Fridley, Minnesota

<b>Date:</b>	June 8, 2018		
<b>Position Title:</b>	Part-Time Liquor Sales Associate		
<b>Department/Division:</b>	Finance Department/Liquor Division		
<b>Grade:</b>	B	<b>Wage Range:</b>	\$11.95 to \$14.92
<b>FLSA Status:</b>	Non-exempt		
<b>Position Reports And Is Accountable To:</b>	Liquor Operations Manager		

#### **ORGANIZATIONAL MISSION:**

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley will be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

**POSITION OBJECTIVE:** To provide outstanding 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, basic mathematical computations, making change and handling cash.
3. Perform required ID checks on customers and notifies management of violations, concerns, etc.
4. Comply with all regulations regarding sales transactions and established procedures.
5. Restock shelves and fill coolers with new merchandise.
6. Perform periodic inventory of stock on hand.
7. 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.
8. Fill in at other City-owned liquor stores and provide reliable transportation, as needed.
9. Perform 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.
4. Experience in operating a cash register and making change.
5. Experience in retail sales.

**DESIRED QUALIFICATIONS:**

1. Knowledge of the various brands and the common usage of liquors and merchandise sold in liquor stores.
2. Experience in off-sale liquor establishment.
3. 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 Sales Associate. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

**COMPENSATION AND BENEFITS:**

Hours may vary, with an expectation of working 10-15 hours per week, Sunday through Saturday (primarily evenings and weekends). Hourly pay range is \$11.95 to \$14.92 per hour. Benefits include worker's compensation insurance, unemployment insurance, employer's share of payments to Social Security, Medicare, and the state's public pension plan - Public Employee Retirement Association (if eligibility requirements are met).

**APPLICATION PROCEDURE:**

For application materials, view our website at [www.FridleyMN.gov](http://www.FridleyMN.gov) or contact the City of Fridley, 6431 University Avenue N.E., Fridley, MN 55432 (763) 572-3504. Open until filled.

**April 2017**

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, familial or marital status, status with regard to public assistance, disability, age, membership on a local human rights commission, or sexual orientation.

**EEO/ADAAA**

# Fridley Job Activity Requirements

## Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

**Job Title:** Part-Time Liquor Store Sales Associate  
**Department/Division:** Finance/Liquor  
**Brief Description of the Job Performed:** To wait on customers in City off-sale stores and to provide the best possible service.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics			X		Works with Others			X		Sitting				
Reading		X			Works Alone		X			Standing				X
Writing		X			Customer Contact				X	Walking				X
Reasoning			X		Shift Work			X		Running				
Problem Solving			X		Extended Day		X			Lifting				X
Attentiveness				X	Extreme Hot					Pushing/Pulling				X
Work Supervision		X			Extreme Cold					Carrying				X
Guidance Available				X	Extreme Noise					Bending at Waist				X
Autonomy				X	Confined Area					Climbing				
Social Interaction				X	High Places					Repetitive hand motion				X
Supervising Other Employees				X	Work Indoors				X	Twisting upper Body				X
					Work Outdoors		X			Reaching				X
					Mechanical Hazards					Kneeling		X		
					Electrical Hazards					Driving				
					Explosive Material					Crouching			X	
					Chemicals (OSHA Def).					Crawling				
					Fumes					Use arm muscles over extended periods				X
					Gases					Use leg muscles over extended periods				X
					Other					Over shoulder height work		X		
										Stationary desk or bench work with neck bent forward		X		
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment				

**Demand Codes:**

Blank = Not Applicable or Not Present  
 VI = Very Infrequent, 1 to 2 times a week  
 O = Occasional, up to 1/3 of time  
 F = Frequent, 1/3 to 2/3 of time  
 C = Constant, more than 2/3 of time

**The number of times the following weights are *lifted*.**

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	0 to 300	Beer quarts, 6 packs, 2 packs, wine and liquor bottles	Floor to 6 feet
11 - 24	0 to 50	Beer, 18 packs	Floor to 6 feet
25 - 34	0 to 50	Beer cases	Floor to 6 feet
35 - 50	0 to 50	Cases of wine and liquor	Floor to 6 feet
51 - 74	0 to 50	Cases of wine and liquor	Floor to 6 feet
75 - 100	0 to 4	Kegs, one-quarter barrel	Ground to vehicle (3 feet)
100 - 150	0 to 4	Kegs, one-half barrel	Ground to vehicle (3 feet)

**The number of times the following weights are *carried*.**

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	0 to 20	Customer purchases	30 to 50 feet
11 - 24	0 to 20	Customer purchases	30 to 50 feet
25 - 34	0 to 200	Cases of beer (that are stacked in cooler)	30 to 10 feet
35 - 50			
51 - 74			
75 - 100			
100 - 150			