



CITY OF OSAKIS



Job Description

Position Title: Part-Time Bartenders/Sales Clerk I

Department: Liquor Store

Accountable: Liquor Store Manager

Position Summary:

Performs duties as bartenders, stocking, general maintenance and other duties as assigned by the manager. Works under the direction and supervision of the manager and full-time employees. Doesn't earn benefits. Works only periodically, as scheduled by the manager.

Duties:

- ❖ Assist customers in making selections and completing purchases.
- ❖ Take orders, prepares and serves all types of drinks to customers in all parts of the establishment.
- ❖ Checks identifications as need may be apparent and expels those who cannot produce proper ID's.
- ❖ Operates cash register accurately so as to record price and other necessary information.
- ❖ Performs other inventory control measures.
- ❖ Checks out register when working late shift.
- ❖ Maintains compliance with City Policy covering the cashing of checks.
- ❖ Restocks shelves and cooler when necessary.
- ❖ Maintains liquor store in a clean and orderly manner at all times.
- ❖ Maintains compliance with City Ordinances and State Laws and regulations regarding sales to minors, sales to persons under the influence of liquor, etc.
- ❖ Accurately prepares drinks so as to please the customer and keep operating and supply costs to a minimum.
- ❖ Performs other duties and assumes other responsibilities as apparent or as assigned.
- ❖ Hours are scheduled by the manager.
- ❖ Attend required schooling.

Performance Criteria:

- ❖ Proven ability to deal with public in a courteous, tactful and business-like manner that commands respect and results in repeat business.
- ❖ Consistently prepares drinks accurately to keep the profit margin high and the customers satisfied.
- ❖ Consistently operates cash register in an accurate manner so register can be balanced daily and accurate results in inventory and similar records being maintained.
- ❖ Physical ability necessary to perform the various manual duties as required.
- ❖ Consistently complies with the established policy regarding cashing of checks so that bad checks are being avoided.
- ❖ Accurately determines times when ID's should be checked so that liquor is not being sold to minors.
- ❖ Ability to determine when customers are intoxicated so that liquor is not sold.

Minimum Qualifications:

1. Experience as a bartender or retail sales clerk.
2. Must be able to perform heavy manual work (i.e....stocking shelves)
3. Ability, and honest, to handle money and make change.
4. Ability to deal with the public.