



I. IDENTIFYING INFORMATION			
JOB TITLE	Bartender/Retail Clerk	WORK LOCATION	On / Off Sale Liquor Store
SUPERVISOR	Liquor Store Manager	FLSA STATUS	
DEPARTMENT HEAD	Liquor Store Manager	PAY GRADE	
DEPARTMENT	Liquor Store	EFFECTIVE DATE	January 1, 2024

II. POSITION SUMMARY	
	Under direct supervision of the Liquor Store Manager, this position is responsible for performing the duties of a bartender and retail clerk in the sale of liquor products at the Municipal On/Off Liquor store.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES	
	Take orders and mixes and serves alcoholic and non-alcoholic drinks to customers from behind the bar and at tables around the bar.
	Heats up frozen and pre-prepared food for customer consumption on-site and for carry-out..
	Remains informed of health and safety regulations regarding food and beverage handling and preparation.
	Run the on and off sale cash registers.
	Maintains adequate stocking of all merchandise including rotation of stock in both the on/off sale locations.
	Note errors in pricing and communicate to Liquor Store Manager.
	Assist in keeping all areas of the store and bar clean and in good repair.
	Wash dishes as necessary.
	Check identification of all persons purchasing liquor.
	Daily setting of bar, filling of ice and stocking coolers.
	Weekly cleaning of popcorn machine, pizza ovens and fryers; including changing oil.
	Good public relation skills including ability to deal effectively with all varieties of customers, including vulgar and possibly intoxicated patrons.
	Make judgement decisions for the well being of customers and workers.
	Responsible for all sales receipts and returns during shift.
	Payout pull tabs as needed and be responsible for cash back.
	Light office and grounds maintenance and cleaning including, but not limited to, snow shoveling, sweeping, changing light bulbs, etc.
	Any other duties as assigned by the Liquor Store Manager.

V. DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS	
	Knowledge of proper methods of display and merchandising of liquor products.
	Thorough knowledge of municipal and state liquor regulations.
	Perform physically demanding actions including bending, turning and lifting of products for stocking shelves.
	Deal effectively with all varieties of customers.
	Ability to express oneself, clearly and concisely.

IV. MINIMUM QUALIFICATIONS	
	High school diploma or equivalent, with some training preferred in retail and liquor sales.
	Must be at least 21 years of age.
	Possess a Server Training Certificate; or the ability to obtain within 30 days.

*This job description is intended to provide a general overview of the position. It is not an exhaustive list of responsibilities, skills or qualifications associated with the role.*

**The City of Frazee is an Equal Opportunity Employer.**