



## **Lucky's Wine & More**

### **Description**

Liquor Associate

ACCOUNTABLE TO: Store Manager & Assistant Store Manager

### **PRIMARY OBJECTIVE:**

To provide courteous customer service dealing with sale of liquor and to know and observe the various state and local regulations regarding the sale of liquor and cigarettes.

To Stock, rotate and face product, build displays as required for daily sales, and to ensure a positive shopping experience for customers.

### **NATURE AND SCOPE**

Primary challenge in this position is to provide prompt, courteous customer service, accurate money handling, keeping adequate inventory levels, stock and clean shelves. Position functions and work hours may vary according to business needs.

Must be able to work at any of our 3 locations.

Hours are flexible. Must be available to work nights, weekends, and holidays between the hours of 8am and 9pm.

### **Essential Position Functions**

- Assist Customers
- Greet customers
- Assist customers with products; Suggest Products
- Bring customers to location of items, when needed
- Stock liquor supplies
- Provides courteous customer service
- General cleaning of shelves and other store areas
- Knows all laws and regulations pertaining to liquor sales and laws

- pertaining to Hours of operation
- Able to handle special orders, such as kegs, and have appropriate equipment ready for Customers when they pick up the special orders
- Close and secure gates at end of day
- Be able to work independently
- Other duties as assigned
- Performs aisle stocking as needed
- Completes assigned tasks in an efficient and timely manner
- Ensures correct placement of stock
- Rotates and faces product as required

**Frequent Requirements:**

Frequent: Physical- Lifting 50lbs. or more, Equipment operation (scanner, Register, Check approval machine, Intercom), reaching, standing, and turning:

Mental- judgment/decision making, social skills/verbal interactions, memorizing, reading, writing, math Occasional: Physical-Lifting over 50lbs. Equipment operation (adding machine), Calculator, squatting stooping/ bending, walking

By signing this document, you understand the job duties and what is expected as an employee of Lucky's Wine & More. Signature required upon being hired.

Employee Signature: \_\_\_\_\_

Date:\_\_\_\_\_