



Job Description

Job Title:	Liquor Store Key-Holder (part-time)
Department/Division:	Liquor Operations
Supervisor's Title:	General Manager (primary) Liquor Store Supervisor (secondary)
Exempt/Non-exempt:	Non-Exempt

Objective

Responsible for strict control and maintenance of the sale of alcohol beverages, ensuring that all laws and regulations are strictly adhered to. In addition, the Key-Holder will provide guidance and direction when Wayzata Wine & Spirits' management is not present.

Essential Job Functions

- Responsible for the legal sales of alcohol beverages, while ensuring proper cash handling and inventory accuracy
- Maintain and encourage good public relations with customers and employees
- Ensure customer satisfaction by assuring that customer requests and complaints are processed in a friendly, competent manner
- Educates customers on products and merchandise so buyers can make an informed decision. Must have thorough knowledge of the RITE point of sale system
- Responsible for proper store opening, closing and security procedures
- Maintain cleanliness of building and product
- Completion of all sales associate responsibilities as well as any additional tasks as directed by management

Store Operations

- Responsible for proper opening procedures. Must possess the knowledge and ability to complete and make bank deposits as well as the daily sales report. Must notify management of any major cash discrepancies
- Responsible for proper store closing and security procedures
- Provide guidance and direction to employees when the Store Management is not present

Other Job Functions

- Assist in all aspects of store inventory maintenance
- Attend and participate in employee meetings
- Ensure that all aspects of the store operations are attended to in the absence of the store manager
- Assist with purchase orders and receiving of product and merchandise for store
- Performs other duties and assumes other responsibilities as apparent or assigned

Knowledge, Skills and Abilities

Knowledge of:

- Excellent liquor, beer and wine product knowledge
- Follow all health, safety and legal regulations
- The Counterpoint Sale system

Skilled in:

- Assisting General Manager with Schedule and coordination of all events such as Savour rewards Wine Tastings and Community Benefit Tastings
- Continue to increase and maintain knowledge and management skills by attending seminars, wine conventions and tastings to stay current with marketing evaluations and techniques

Ability to:

- Perform such other duties as are consistent with the position and as may be assigned

Minimum Qualifications

- High school diploma or GED, be at least 18 years of age
- Must be able to lift up to 45 pounds regularly
- Minimum of three months experience as a Wayzata Wine and Spirits Sales Associate or six months retail experience
- Requires sound judgment in the handling of product and money
- Must possess the ability to deal professionally with customers, following all policies and procedures for alcoholic beverage sales as set forth by Wayzata Wine and Spirits
- Must be available to work a schedule, which includes a variety of days, evenings, weekends and holidays
- Excellent customer service skills are required
- Strong knowledge of Microsoft Office preferred
- Must be able to pass a criminal background check

Desired Qualifications

- Prefer experience in a municipal off-sale liquor operation