

# CITY OF SILVER LAKE

## POSITION DESCRIPTION (#112)

<b>Title:</b> Lead Bartender/Retail Clerk	<b>Division:</b> Community Service
<b>Reports To:</b> Liquor Store Manager	<b>Department:</b> Municipal Liquor Store

### Scope of Job

#### General Statement of Duties

Provides a high degree of customer service to patrons of the Municipal Liquor Store (both on and off sales) and Silver Lake Auditorium by serving food and drink and assisting with retail sales.

#### Supervision Received

Works under the general and technical supervision of the Liquor Store Manager.

#### Supervision Exercised

Exercises limited supervision of staff in the absence of the Liquor Store Manager.

### Duties and Responsibilities

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

#### General Duties

- Waits on off and on sale customers.
- Prepares and serves alcoholic and non-alcoholic drinks and food.
- Handles retail sales at off sale; recommends purchases.
- Calculates sales, collects money and makes change.
- Assists customers in filling orders and carrying merchandise to vehicles.
- Assists with receiving orders and checking deliveries.
- Assists in cleaning and stocking coolers and shelves.
- Cleans glasses equipment, bar, restrooms and store as necessary.
- Participates in in-service training.
- Assists in conducting inventory of merchandise.

#### Other Duties

- Performs additional duties such as supervising a shift, bookkeeping, managing auditorium, etc.
- Performs other duties as assigned by the Liquor Store Manager.

**Knowledge, Skills and Abilities**

- Knowledge of alcoholic drinks and their preparation.
- Skilled in the use of various types of cash registers, computers office equipment.
- Ability to deal courteously and tactfully with the public.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to accept supervision.
- Ability to perform routine bookkeeping duties accurately.
- Ability to follow written and oral directions and complete assigned tasks with limited supervision.
- Ability to safely lift and carry objects weighing up to 40 pounds.
- Ability to use good judgment and discretion in sales based on age, inebriation and/or possibility of bad checks.

**Minimum Qualifications**

- High school graduation or equivalent.
- Twenty-one years of age.
- Six months experience as a bartender.

<b>FLSA Classification:</b> non-exempt	<b>Status:</b> regular, hourly position
<b>Position Evaluation Points:</b> 141	<b>Pay Range:</b>

<b>Revised:</b> June 2013	<b>Council Approval:</b>
<b>Signature:</b>	<b>Date:</b>