



RETAIL STORE CLERK I
NEW HAMPSHIRE LIQUOR COMMISSION
PART TIME – TEMPORARY

Hours vary including daytimes, evenings, weekends are required
\$10.99 an hour

The New Hampshire Liquor Commission is accepting applications for the Retail Store Clerk I position for the following areas:

Bristol
Claremont
Hampton
Lebanon
Nashua
Plaistow
Raymond

PLEASE INDICATE ON YOUR APPLICATION WHAT POSITION & LOCATION YOU ARE APPLYING FOR

Retail Store Clerks will operate a cash register and enter sales transactions for wine and liquor products and give appropriate change. Sells liquor products, sweepstakes, and lottery tickets. Ascertains age of purchaser relative to current laws regulating the sale of liquor. Verifies credit card transactions to ensure card holder validity. Unloads trucks, marks prices on liquor products, arranges and stocks shelves with liquor products.

For more details please contact Cathy Thornton in Human Resources at (603)230-7052 or email hr@liquor.state.nh.us.

Recruitment will continue until positions have been filled.

MINIMUM QUALIFICATIONS:

Education: Completion of two years of high school or equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Six months' experience in positions involving public contact necessitating change making. Additional years of related work experience may not be substituted for the formal education required by this class specification.

Special Requirements:

- Frequent physical effort required in continuous lifting of material up to 25 pounds with frequent lifting of cases of liquor weighing up to 60 pounds.
- Applicants must be able to satisfactorily undergo a state police criminal records check.
- Knowledge of Wine products is helpful

- Applicant must have attained 18th birthday on or before date of application.

The following items are a requirement and need to be completed as a condition of employment:

- Criminal records check
- Reference check

These checks will be performed at the Liquor Commission's expense, and will be performed for new hires, transfers and promotions if one has not been completed in the last 12 months.

All employees will have these background checks completed.

*Please click on this link to obtain a [state application](#). Applications may also be obtained on our website: <http://www.liquorandwineoutlets.com>, by contacting the New Hampshire Liquor Commission, Human Resources, PO Box 503, Concord, New Hampshire, 03302-0503 at (603) 230-7052 hr@liquor.state.nh.us, or mail to the address above. In addition, an official application for employment may be obtained from New Hampshire Division of Personnel, 25 Capitol Street, Concord, New Hampshire 03301, (603) 271-3261 or 3262. <http://admin.state.nh.us/hr/>.

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