

SUPPLEMENTAL JOB DESCRIPTION

Classification: Laborer
Position Title: Laborer
Position Number: GROUP

Function Code: 5600-077
Date Established: 08/15/88
Date of Last Amendment: 01/28/13

SCOPE OF WORK: To provide exceptional customer service by maintaining a clean, safe, and well-stocked store.

ACCOUNTABILITIES:

- Provides exceptional customer service by building a loyal customer base and maintaining a clean and safe working location. Strives for excellence when assisting customers in order to enhance customer relations as well as the NH Liquor Commissions and the State of New Hampshire's reputation.
- Stock Shelves, marks prices, and assists in the building of store displays.
- Assist shipping and receiving, unload trucks, checks in merchandise, and matches purchase orders to sales orders.
- Maintains a neat and clean store appearance including stocking, facing, sorting, organizing, and pricing products in the store.
- Performs housekeeping and maintenance/cleaning duties inside and outside of the store to ensure a welcoming appearance for customers.
- Moves materials and items to and from receiving or storage areas to designated areas.
- While stocking products on the retail floor, may occasionally assist customers by answering questions, or by locating or moving products.
- Assists in the counting of physical inventory
- Other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Completion of eighth grade or its equivalent.

Experience: No experience required.

License/Certification: None required.

SPECIAL REQUIREMENTS:

- 1) 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.
- 2) Must have attained 18th birthday on or before date of application.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: _____

Supervisor/Manager Signature

Date Reviewed

Jennifer J. Elberfeld MR

01/28/13

Division of Personnel

Date Reviewed