

Description: RETAIL STORE CLERK I \$12.53/hr

NEW HAMPSHIRE LIQUOR COMMISSION Part-time, Hours vary including daytimes, evening and weekends are required. The New Hampshire Liquor Commission is accepting applications for the RETAIL STORE CLERK I positions at multiple stores including the **HAMPTON, LITTLETON, SEABROOK, PORTSMOUTH, NEWPORT, WEST CHESTERFIELD, HINSDALE, KEENE and LINCOLN NH** stores.

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

Retail Store Clerks will provide exceptional customer service by operating a cash register and enter sales transactions for wine and liquor products and give appropriated change. Sells liquor products, sweepstakes, and lottery tickets; ascertains age of purchaser relative to current laws regulating the sale of liquor and verifies credit card transactions to ensure card holder validity. Unloads trucks, marks prices on liquor products, arranges and stocks shelves with liquor products.

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:

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.
3. 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. All employees will have these background checks completed.

For more details please contact Marcia McManus, in Human Resources at (603) 230-7044 or email hr@liquor.nh.gov.

Positions will remain open until successfully filled.

HOW TO APPLY: An official application may be obtained from and returned to the New Hampshire Liquor Commission, Human Resources, 50 Storrs Street, PO Box 503, Concord, New Hampshire, 03302-0503, applications are also available on the Internet at <http://www.nh.gov/liquor/employment.shtml>.