



We have an opening for a part-time: Wine & Beer Staff

Please read the attached job description in its entirety. If you are interested in this position, please complete an application and return it to the Customer Service Desk or mail it to the address below. If you are an in-house staff member, please submit a letter of interest, which should include any relevant experience or skills that are applicable to the position you are applying for, to the Human Resource Department.

Schedule:

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
24 hours	12:00 p.m.- 8:00 p.m.	1:00 p.m.- 9:00 p.m.	OFF	OFF	OFF	OFF	1:00 p.m.- 9:00 p.m.

Note: There may be times when additional hours or schedule changes are necessary.

Department meetings are announced when scheduled, and dates and times may vary. Department meeting attendance is mandatory.

Wage:

- Starts at \$9.00 per hour.
- Increases to \$9.36 per hour after six months.
- After six-month increase the following increases occur:

Total number of hours worked								
Start	Six-Month	2080	3120	4160	5200	6240	7280	8320
\$9.00	\$9.36	\$9.73	\$10.22	\$10.73	\$11.27	\$11.84	\$12.78	\$13.93

2080 hours worked is equal to one year if you work full time (40 hours per week). Increases after 2080 hours worked occur every 1040 hours worked up to 8320 hours.

Benefits:

For all regular status employees:

- 20% discount on store purchases.
- Employee Assistance Program
- Paid vacation time, Extended Illness Leave and Bereavement Leave
- 401(k) Retirement Plan

For employees working 20 – 40 hours per week:

All of the benefits above, plus:

- Life Insurance
- Short Term Disability Insurance

For full-time employees working 35 - 40 hours per week:

All of the benefits above, plus:

- \$325.00 per month to apply toward health insurance and flexible benefits. (401K and cash out options are available at 75%.)
- Long Term Disability Insurance

Application Deadline: August 3, 2010

Questions: Call Human Resources at 541-3663 ext. 207

Date Position Posted: July 27, 2010



Wine & Beer Staff

To keep displays, coolers, and shelves fully stocked and to provide prompt, friendly courteous service.

Department: Grocery **Reports to:** Grocery Manager

Duties & Responsibilities

The essential duties and responsibilities of this position include, but are not limited to, the following:

Stocking:

- Stock shelves fully without overcrowding; face items on shelves.
- Rotate older stock to front, making space for new stock.
- Pull poor quality items and follow established procedures for recording and disposing or returning them.
- Label items accurately with price tags or signs. Report price and product discrepancies to buyer.
- Notify buyer of out-of-stocks as needed.
- Take inventories of department stock for buyer as requested.
- Check for back stock when stocking.

Customer Service:

- Assist customers with product questions, in prompt, friendly, courteous manner, referring them to other staff when necessary.
- Offer suggestions for purchases and ways to pair wines with food or special occasions.
- Help customers place special orders.
- Read labels and become familiar with wines when time permits.

Receiving:

- Prepare storage areas for incoming deliveries.
- Check deliveries to verify and check for obvious damage or mis-picks. Notify buyer of discrepancies.
- Help with unloading as needed.
- Sign for deliveries with appropriate adjustments noted on invoice and route invoice to scanning coordinator.
- Oversee vendor merchandisers. Report any problems or concerns to buyer.
- Set aside special orders, match product with special order form, calculate price and contact customer for pick up.
- Expedite getting out-of-stock items out on the floor. Rotate overstock into storage.
- Move beer into cooler as soon as possible.

Department Maintenance:

- Keep shelves, coolers and back stock in clean, orderly condition. Dust and clean shelves and product when stocking.
- Remove trash promptly, sweep and mop floor if necessary.
- Use equipment safely. Monitor cooler temperatures. Advise MOD of equipment problems.
- Record department shrink promptly and accurately.
- Participate in periodic inventory counts.
- Follow safe working practices.
- Build case stacks as necessary.

Other Responsibilities:

- Notify pricing dept. of any new wines' UPC and prices.
- Attend department meetings and wine tastings as required.
- Communicate sign requests to graphics coordinator.
- Answer and route phone calls, take and route messages as needed.
- Perform other tasks assigned by Wine Buyer, Grocery Manager or Manager on Duty (MOD).

(Continued)

Qualification Standards

Education/ Training:	High School education or GED preferred, but not required.
Experience:	Familiarity with wine and beer products preferred.
Knowledge/Skills:	Ability to follow instructions well.
Attendance:	Regular, predictable attendance.
Other:	Ability to work closely with others. Must be 21 years of age or older.

Position Requirements

Essential Functions / Tasks:	Requirements:
Physical:	
Vision	Ability to read product labels and to distinguish color for quality control.
Hearing	Hearing required to converse with customers and co-workers.
Sense of Smell	Ability to smell for inspecting product, sanitation standards.
Gripping	Pick up boxes, cans, other products, tools and equipment.
Lifting	Up to 65 pounds on a regular basis.
Stooping	Stoop and maneuver to pick up boxes from shelving and carts.
Squatting	Squat and maneuver to pick up boxes from shelving and carts.
Push/Pull	Carts/racks weighing up to 200 pounds.
Kneeling	Occasional kneeling.
Climbing	Occasional climbing.
Bending	Frequent bending.
Reaching	Reach overhead, front, side and back.
Equipment Operation	Ability to safely operate equipment.
Carry Objects	Ability to carry objects weighing up to 65 pounds.
Sitting	Not applicable.
Walking	Short distances to bring items from miscellaneous areas.
Standing	Prolonged standing.
Mental & Psychological Demands:	
Comprehension	Understands and retains directions.
Reading/Writing/Arithmetic	Basic reading/ writing skills and arithmetic.
Speaking	Communicate effectively with co-workers and customers.
Decision Making	Use basic problem-solving techniques.
Attention to Task/Detail:	
Critical Thinking Skills	Organize tasks and set priorities.
Multi-Tasking	Perform and /or direct multiple tasks simultaneously.
Interaction with Others:	
Customer Service	Ability to interact with the public in a positive and friendly manner.
Co-workers	Work cooperatively with co-workers.
General	Maintain composure under all circumstances.