

## JOB DESCRIPTION

### WINE STORE ASSOCIATE

#### RESPONSIBILITIES:

- Performs cashier and customer service duties as assigned.
- Operates cash register including receiving money, debit and credit card transactions.
- Signs for and counts float.
- Inventory duties as assigned, shelf stock and reconciles against computer information to identify loss of stock due to shoplifting or other causes.
- Responds to customer inquiries regarding product, recommends and promote our product and sales.
- Sets up promotional displays.
- Stocks shelves with cases and bottles as required.
- Performs maintenance duties such as dusting, sweeping and cleaning up broken glass.
- Balances cash to register total
- Assisting in ordering liquor and supplies, and perform various side duties as assigned by the Store Manager.

#### QUALIFICATIONS:

- Wine & beer knowledge is necessary but interest and enthusiasm far outweigh industry experience, motivated person and great customer service.
- Physically able to lift wine boxes and stock shelves (25 lbs.).
- Possess basic computer skills.
- Must have serving it right certificate.
- Energetic, respectful, polite with strong customer service skills.
- Attention to detail with respect to store maintenance and merchandising.
- Willingness to work a variety of shifts including evenings and weekends, night closing shift may go as late as 11 pm.
- Absolutely trustworthy, accurate with respect to cash handling procedures.

**APPLY:** Email a current resume and a cover letter to Human Resources at [resumes@wallcentre.com](mailto:resumes@wallcentre.com)