



CITY OF MORA Human Resources Office

Job Announcement

Job Title:	Liquor Store Clerk II
Starting Salary:	\$15.39 - \$16.98 per hour depending on qualifications
Current Salary Range:	\$15.39 - \$19.18 per hour
Status:	Part-time, Regular, Non-exempt
Bargaining Unit:	AFSCME – City (union)
Store Hours:	8AM – 10PM, Monday through Saturday, 11AM – 5 PM Sunday.
Working Hours (may vary):	Working hours subject to department needs, not more than 30 hours per week; primarily nights, weekends, and holidays.
Application Deadline:	Monday, April 29, 2024. Position open until filled.
Anticipated Interview Date:	Week of May 1, 2024
Tentative Start Date:	Monday May 13, 2024

Comments:

The City of Mora is seeking a well-qualified individual to meet the needs of the North Country Bottle Shop, and to preserve the image and public esteem of employment with our organization. If you like working with people, following safety procedures, maintaining a clean and organized work area, and are looking for a new opportunity in Mora, MN, please apply today.

To apply for this position, please complete the application materials available at city hall or on-line at www.ci.mora.mn.us, and return them to one of the addresses listed below.

If you have any questions or if you require special accommodations to participate in this process, please contact Mandi Yoder at (320) 225-4804 or m.yoder@cityofmora.com.

Please email or mail your completed application materials to:

Mandi Yoder: m.yoder@cityofmora.com

OR

Human Resources Office
City of Mora
101 Lake Street South
Mora, MN 55051

City of Mora

Position Description

LIQUOR STORE CLERK II

Department:	Liquor Store
Grade/Points Classification:	2/27
Reports to:	Liquor Store Manager and Assistant Manager
FLSA Status:	Non-Exempt / Paid Hourly
Union or Non-union Position:	Union, AFSCME Street and Liquor Unit

OBJECTIVE

To provide customers with prompt, efficient, courteous and knowledgeable service, while strictly enforcing applicable laws and regulations.

SUPERVISION RECEIVED

Employees working in this position usually work under direct supervision and do not have authority to select alternative work methods or to exercise independent judgment that are of any consequence. Duties are performed according to detailed instructions with strict adherence to prescribed standards and procedures. Assignments are checked for accuracy and adherence to instructions.

SUPERVISION EXERCISED

Position has no supervisory responsibilities.

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

1. Performs as salesclerk in the off-sale liquor store providing prompt, efficient, courteous and knowledgeable service to patrons.
 2. Performs basic mathematical computations.
 3. Makes change and handles cash.
 4. Unloads and checks-in incoming merchandise. Restocks shelves and fills coolers with new merchandise. Keeps walk-in cooler and store rooms stocked, clean, and orderly.
 5. Performs periodic inventory of stock on hand.
 6. Checks out registers and balances cash drawer.
 7. Assists customers in selection of various brands of liquors, wines, etc., advises on quantity of purchases for special occasions, and helps customers with carry-outs.
 8. Maintains the premises both inside and out in a neat clean condition at all times, including dusting, sweeping, mopping, vacuuming, washing windows, taking out garbage, and rearranging merchandise.
 9. Promptly reports unsafe conditions and maintenance problems to immediate supervisor.
- Performs other related duties as assigned or apparent.

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Position Description

MINIMUM QUALIFICATIONS

High school diploma or GED required. Prior experience in retail operations, preferably in a municipal liquor store setting, preferred.

Must be at least 18 years of age. Must be able to lift up to 45 pounds. Valid Minnesota Class D driver's license required.

Must have the ability to efficiently and accurately operate a computerized point of sale system. Requires accuracy and sound judgment in the handling of product and money. Must possess the ability to deal courteously with customers, judging age and condition of person before selling, following policies set forth by North Country Bottle Shop.

EQUIPMENT

Computer, Microsoft Office software, cash register, printer, telephone, copier, fax, vehicle, and other job-related software and equipment.

PLANNING

Planning relates to relatively routine matters. Most planning is for immediate application or covers short range periods up to one month.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Department, building, and City policies, procedures, and practices.
- Laws, rules, and regulations that are applicable to municipal liquor store operations.
- Product lines and marketing techniques for the various brands and the common usage of liquors and merchandise sold in liquor stores.

Skill in:

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, and in responding well to questions.
- Good interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Working as a team and contributing to building a positive team spirit.
- Operating computers, cash registers, and other store equipment.

Ability to:

- Develop and maintain effective working relationships with supervisors, staff, and members of the public. Ability to approach others in a tactful manner, react well under pressure, treat others with respect, keep commitments, work with integrity, and uphold organizational values.
- Respond promptly to public requests for service and assistance.
- Show respect and sensitivity for cultural differences.
- Follow safety procedures, willingness to report potentially unsafe conditions, and use equipment and materials properly.
- Use good judgment and discretion in sales based on age, inebriation, and/or possibility of bad checks.
- Stock shelves and organize and display merchandise.
- Perform basic mathematical computations including addition, subtraction, multiplication, and division.

City of Mora

Position Description

- Read and interpret written instructions and to carry-out oral and written directives.
- Prioritize responsibilities, use good judgment, and make independent decisions.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve sales and promote merchandise.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.
- Follow instructions, respond to management direction, take responsibility for own actions, and to commit to extra hours of work when necessary.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The noise level in the work environment is usually quiet to moderate. Minimal travel is required. See the physical activity requirements sheet, attached.

ADA CONSIDERATIONS

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

4/01/2009, 10/2021

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGMENT

I have read the requirements for this position and am able to perform all essential functions and physical demands associated with this position.

Print name

Date

Signature

CITY OF MORA – Physical Activity Requirements

Position: Liquor Store Clerk II
 Department: Liquor Store

Number: 576

Motor/Mental Ability				Environment & Hazards				Physical Demands			
VI	O	F	C	VI	O	F	C	VI	O	F	C
		X		Work With Others			X	Sitting	X		
	X			Work Alone	X			Standing			X
		X		Shift Work			X	Walking		X	
	X			Extended Day	X			Running			
	X							Lifting			X
		X		Extreme Heat				Balancing (walking on uneven surfaces)	X		
				Extreme Cold				Carrying			X
				Inclement Weather				Bending At Waist			X
				Extreme Noise				Climbing	X		
	X			Confined Areas				Repetitive Hand Motion			X
	X			High Places	X			Twisting Upper Body			X
X				Works Indoors			X	Reaching			X
X				Works Outdoors	X			Kneeling		X	
				Dust/Dirt	X			Driving (foot controls)		X	
				Mechanical Hazards				Crouching/Squatting/Stooping		X	
				Electrical Hazards				Crawling			
		X		Explosive Material Hazards				Use arm muscles over extended period			X
X				Chemical Hazards				Use leg muscles over extended period		X	
			X	Fumes/Gases				Over shoulder height work		X	
				Infectious Materials				Stationary desk or bench work with neck bent forward	X		
				Hostile Situations	X			Use hand or finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, or equipment			

Demand Codes:

- Blank = Not Applicable or Not Present, does not occur
- VI = Very Infrequent, 0-2 times per week, but does occur
- O = Occasional, up to 33% of the time at work
- F = Frequent, up to 67% of the time at work
- C = Constant, up to 100% of the time at work

Weights Lifted in Pounds				VI	O	F	C	Weights Carried in Pounds				VI	O	F	C
Manual								Manual							
0-10							X	0-10							X
11-25						X		11-25					X		
26-50					X			26-50			X				
51-75								51-75							
76-100								76-100							
101-150								101-150							
151+								151+							
Mechanical (Lifts/Wheels)								Mechanical (Lifts/Wheels)							
0-10						X		0-10							
11-25						X		11-25							
26-50						X		26-50				X			
51-75						X		51-75							
76-100					X			76-100							
101-150					X			101-150							
151+					X			151+							

Demand Codes:

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- VI = Very Infrequent, 0-2 times per week, but does occur
- O = Occasional, up to 33% of the time at work
- F = Frequent, up to 67% of the time at work
- C = Constant, up to 100% of the time at work

Comments: _____

Approved By: /s/ Glenn Anderson, City Administrator __

Date: 04/08/2024

This physical activity form is not meant to include every task expected to be completed in any position, but rather it is representative of typical physical activity encountered in normal operations of the employee.



CITY OF MORA
 101 Lake St South, Mora, MN 55051
 Phone: (320)679-1511
 m.yoder@cityofmora.com



APPLICATION FOR EMPLOYMENT

Thank you for considering employment with the City of Mora and. We welcome you as an applicant and look forward to reviewing your application information. It is our policy to provide equal opportunity in employment. The City of Mora will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional details about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Mora and Mora Municipal Utilities accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need reasonable accommodation to complete the application process, please contact Human Resources at 320-225-4804.

Position Desired: _____ Date Available: _____ Check: Part-Time Full-Time
 Temporary Seasonal

Name	Last	First	Middle
Address			Date
City State Zip			Daytime Telephone
Email Address			Alternate Telephone

Are you legally eligible to work in United States in the position in which you are applying? *(Proof of citizenship or work eligibility will be required as a condition of employment)* Yes No
 Are you at least 18 years old? Yes No

EDUCATION & LICENSING

Last Grade of School Completed: 9 10 11 12 Post High School: 1 2 3 4 Grad School

Name and Location of High School: _____ Did you graduate or obtain a GED? Yes No

List College(s), University(s), Business, Trade, Technical, and/or Vocational School(s) attended: *Use back of application if additional space needed.*

Name and Address of School	Course of Study	Completed	Diploma/Degree
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Do you have a driver's license? Yes No If yes, what type? A B C D Other
 Endorsements: _____

EXPERIENCE

List work history beginning with most recent experience first.

Name of Employer

Street Address

City, State, Zip Code

Phone

Dates Employed:
From To

Job Title

Name of Supervisor

May we contact now?
 Yes No

Reason for Leaving

Description of Job Duties

SELECT ONE:
 Full-Time Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Street Address

City, State, Zip Code

Phone

Dates Employed
From To

Job Title

Name of Supervisor

May we contact now?
 Yes No

Reason for Leaving

Description of Job Duties

SELECT ONE:
 Full-Time Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Street Address

City, State, Zip Code

Phone

Dates Employed
From To

Job Title

Name of Supervisor

May we contact now?
 Yes No

Reason for Leaving

Description of Job Duties

SELECT ONE:
 Full-Time Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

TO BE COMPLETED BY APPLICANTS FOR LABOR, MAINTENANCE OR SKILLED TRADES ONLY

Apprenticeship (s): served or trades learned:

List specific equipment with which you have experience:

MILITARY EXPERIENCE

Branch of Service: _____ Length of Active Duty: _____ Rank at Discharge: _____

Type of Discharge:

Describe duties and any other training:

If you are applying for Veteran's Preference Points, you must complete the enclosed "Application for Veterans' Preference points", and submit the application and required documentation to the City of Mora by the application deadline of the position for which you are applying.

REFERENCES List three (3) people you know well, preferably from a work environment. Do not refer to an acquaintance or relative.

Name	Address	Cell Phone	Work Phone	Occupation
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

APPLICATION DATA ADVISORIES ACCORDING TO MINN. STATUE §13.04

The city must advise you of the following purpose and intended use of the data. The city collects this information for the purpose of selecting a candidate for hire. Your data will be used to verify your identity. In the event you are selected for hire, your data will be used to perform a criminal background check including using the BCA's website. Consultant, city staff and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order or provided to the state or legislative auditor, upon request. Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary. Consequences arising from supplying or refusing to supply this data: We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position. Additional information regarding The Data Practices Act can be found in Minnesota Statutes, Chapter 13.

Minors submitting the application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to Human Resources Department, City of Mora, 101 Lake Street South, Mora, MN 55051.

AUTHORIZATION

I certify that all the information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I understand that submission of an application does not guarantee employment. I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Mora is "at will," and that employment may be terminated by either the City of Mora or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Mora, or its representatives used during employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Mora. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures to the City of Mora at all times.

If you are selected for employment with the City of Mora, the following information will be public: name; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement in addition to salary; position title; position description; education and training background; previous work experience; date of first and last employment; the status of any complaints or charges against the employee whether or not the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action and supporting documentation; work location; work telephone number; employee number; honors and awards received; payroll time sheets or other comparable data entry that are only used to account for an employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employees reason for use of sick or other medical leave or other non-public data; city and county of residence. Anything not previously listed which is placed in your application folder or your personnel file (such as medical records, letters of recommendation, resumes, etc.) is made private information by law.

Applicant's Signature

Date

FIRE APPLICANTS ONLY

In consideration of being permitted to apply for the position herein, I voluntarily assume all risks in connection with my participating in any tests the City of Mora deems necessary to determine my fitness and eligibility and I release and forever discharge the City of Mora, its officials, and employees from any and all claims for any damage or injury I might sustain.

Applicant's Signature

Date



CITY OF MORA

Equal Employment Opportunity Information



The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Mora appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

What is your Age? Under 18 18-39 40-65 Over 65

Gender: Male Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

1. Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing, or learning);
2. Has a history of a disability (such as cancer that is in remission);
3. Is regarded as having such an impairment.

Do you claim disability status? Yes No

How did you learn of this Opening?

- Kanabec County Times
- League of Minnesota Cities web site
- Advertiser
- job posting
- City of Mora web site
- Other _____

Position (s) for which you are applying: _____

Please return with your application or mail separately to: Attn: HR Department
City of Mora
101 Lake Street South
Mora, MN 55051-1588