

**Position Title: Catawba County ABC STORE CLERK**  
**Reporting To: Store Manager**  
**Classification: Non-exempt**

**Position Summary:**

The ABC Store Clerk serves as an essential retail position to maintain and operate store functions at one of the ABC Stores.

**Duties and Responsibilities:**

- Customer Service. Includes handling each individual with respect and providing product knowledge and assistance as needed. Includes providing information to customers, and addresses or seeks manager's assistance with customer complaints.
- Responsible for collecting cash, check, or charge payments from customer and makes change for cash transactions. Able to balance cash drawers and report immediately to store manager any discrepancies. Be able to run a cash register.
- Cleanliness of location. Includes vacuuming, sweeping, dusting, washing of entire store area, including outside area of store.
- Maintaining stock levels in store. Includes ordering product for, and stocking shelves. Must be able to lift 40 pounds of weight.
- Reviews price sheets to assist in making price changes and sale items.
- Offloads trucks and transfers inventory from trucks to storage area and from storage area to sales area with use of hand trucks.
- Inventory control. Includes physically counting all inventory in location.

**Other Skills and Abilities:**

- Knowledge of inventory-taking, opening and closing procedures of store. Must be able to work alone either opening or closing the store.

- Ability to speak, read, and write English in a capacity sufficient to perform the tasks of the position.
- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information to customers.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.
- Ability to use a hand truck to move product.

**Physical Requirements:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.:**

- Ability to use hands to finger, handle or feel.
- Ability to perform pushing, pulling, forward exertion occasionally.
- Frequent walking and standing.
- Ability to have overhead extension with arms and hands regularly.
- Frequently is required to stoop, kneel, crouch, or crawl.
- Occasionally required to climb or balance and use ladders/step stools.
- Regularly lift and/or move up to 10# and frequently lift and/or move up to 40#.
- Ability to understand and communicate verbally.
- Vision abilities required includes close vision, distance vision, peripheral vision, and ability to adjust focus.

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**Signature / Date**