



Randall's Farm & Greenhouse

631 Center Street
Ludlow, MA 01056

JOB DESCRIPTION- Beer and Wine Clerk

Reports to: Beer and Wine Clerk

Scope of Responsibility: Perform the daily functions necessary to maintain the Beer and Wine Department in a well stocked and neat appearance, while providing exceptional service to Randall's Farm customers.

Duties and Responsibilities:

- Provide the highest level of customer service by engaging customers, determining customer needs, and by making recommendations that will ensure a pleasant and satisfying Randall's Farm experience.
- Develop and maintain knowledge of wine products, including wine characteristics, growing areas, varietals, food pairing, and methods used in its production.
- Develop and maintain knowledge of beer products, including various beer styles, brands, and characteristics.
- Assist in performance of weekly inventories of beer and wine products.
- Stock beer and wine cooler and sales areas as needed.
- Assist the Department Manager in planning and setup of seasonal displays.
- Price all products as directed by the Department Manager.
- Maintain organization and cleanliness of all department areas including sales floor, cooler, and storage areas.
- Perform other duties as assigned including assisting other departments.
- Maintain proper dress and adherence to company policy.

Age Requirement: Must be 21 years of age.

Education: H.S. Diploma.

Skills: Good communication, mathematic, and organizational skills.

Experience: Two years experience in retail sales preferred.

Physical Requirements: Prolonged standing/walking required. Moderate- strenuous physical effort: (lift/carry frequent up to 50#.)

Working Conditions: Periodic exposure to cold temperature cooler.