



## 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.
- Conduct wine tastings.
- 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.