



P.O. Box 46
Kotzebue, Alaska 99752
City Hall (907) 442-3401
Police Dept. (907) 442-3351
Fire Dept. (907) 442-3404
Public Works (907) 442-3401

RETAIL SALES ASSOCIATE / LABORER

Immediate Supervisor:
Positions Supervised:

Manager for Arctic Spirits
None

POSITION OBJECTIVE: The successful applicant will be responsible for assisting with day-to-day operations of the Delivery Site/Package Store in compliance with Delivery Site/Package Store policies and appropriate state and local laws.

QUALIFICATIONS:

1. Must be at least 21 years of age.
2. May not have prior alcohol related offenses.
3. Experience in retail sales.
4. Shipping and receiving/warehouse experience preferred.
5. Excellent product and industry knowledge.
6. Strong customer service orientation and skills
7. Knowledgeable and proficient computer skills.
8. Must be available to work a minimum of 20 hours per week, which will involve frequent evening and weekend hours.
9. Self-motivated, dynamic, and progressive individual.
10. Have or ability to obtain Alaska Driver's License within 30 days of hire.
11. Ability to communicate effectively with customers and vendors.

DUTIES:

1. Ensure conformance of all Delivery Site/Package Store operations with applicable state and local laws and regulations.
2. Track and document all retail sales.
3. Follow all procedures regarding cash sales.
4. Replenish stock and maintain overall organization, appearance, and cleanliness of facility.
5. Perform all other related duties and responsibilities as they become apparent or as assigned.
6. Participate in training opportunities to expand knowledge.
7. Must take the current Alcohol Server Training Course(s) as required by A.S. 04.21.025 and 13 AAC 104.465 and be in full compliance with related training and certification requirements.

WORK ENVIRONMENT: General retail store conditions with exposure to inclement weather conditions when accepting deliveries and assisting customers with carry-outs. Service operations will vary from loud to quiet depending on the number of customers present within the facility at any given time.

ESSENTIAL PHYSICAL REQUIREMENTS/DEMANDS: The physical demands are those normally encountered when performing the duties noted above. While performing the duties associated with operating the Delivery Site/Package Store, employees will be required to stand, sit, walk, reach, lift, use hands/fingers to handle, package, stack, and sort objects, and operate mechanical/computerized equipment. Employees may be required to work in a cooler, stoop, or crouch with frequent bending, twisting, and standing for long periods of time. Must be able to speak and hear and have the physical strength to lift/carry/move up to 50-pound cases of merchandise, stock shelves and assist customers with carry-outs. Unload shipping containers of new stock and place them in storage areas. Help count and record new stock received. Perform and/or assume other job or work-related duties assigned by Supervisor.

HOURLY RATE: \$23.00

TEMPORARY/PART-TIME POSITION

OPENING DATE: 04/15/2024

CLOSING DATE: Open Until Filled

Interested persons should submit an Application/Letter Of Interest and Resumé to: City Hall or via email to customerservice@kotzebue.org

THE CITY OF KOTZEBUE IS AN EQUAL OPPORTUNITY EMPLOYER