

BAHAMIAN BREWERY & BEVERAGE COMPANY LIMITED
JOB DESCRIPTION

POSITION: Retail Store Clerk, Family Island
LOCATION: North Eleuthera, Eleuthera Island
DEPARTMENT: Retail
SUPERVISOR: Retail Store Manager, North Eleuthera

JOB FUNCTIONS

The primary function of the Retail Store Clerk is to work with team members to ensure the smooth and successful running of the retail store and adhere to company standards set for the store, and assist with related functions as required. This role includes but is not limited to:

CLERK DUTIES

- Restocking and dusting of shelves and coolers in the store
- General upkeep and cleanliness of the store
- Carry product out of the store for customers upon check-out
- Being present twenty minutes before and after store hours to assist with the opening and closing
- Observe customers and be vigilant to prevent shoplifting
- Assist in daily spot check counts and full inventory counts
- Assist in ensuring pricing is posted accurately for all items
- Assist in building floor displays

CUSTOMER SERVICE

- Welcome and acknowledge customers when entering or leaving the store
- Support in driving sales through communicating with customers
- Share knowledge of products to cross-sell and introduce new ones to customers

CASHIER DUTIES

- Manage transactions with customers
- Maintain clean and tidy checkout areas
- Processing and assisting with end-of-day closing out of the register

OTHER DUTIES

- Unloading and receiving orders into the store
- Building and delivering orders for customers
- Other tasks assigned by the Store Manager

REQUIREMENTS

- Able to lift continuously throughout the day, e.g. cases of beer, wine and spirits
- Arrive at least twenty minutes in advance of the store opening time
- Follow dress policy as described in the company policy document
- Basic computer knowledge and retail software a plus
- Good math skills and cash-handling capabilities
- Helpful and pleasant personality with customer service focus
- Ability to perform under pressure and address complaints in a timely manner
- Knowledge of beverage industry is a plus or willingness to learn wines and spirits
- Availability to work flexible shifts

HOURS & BENEFITS

- Expectation to work 40-hours per week with shifts Monday through Sunday
- Receive sales commission after 3 months' probationary period is completed
- Eligible to receive 50% assistance on your individual health insurance premium

APPLICATION INSTRUCTIONS

- Submit your interest in this position by sending a resume via email to info@jwsbahamas.com
- Email subject line: North Eleuthera Retail Store Clerk (Your Full Name)
- Deadline for submission is 11:59 PM on Monday, September 30th, 2024
- Interviews will be held in-person between October 3-7, 2024