

STUDENT CENTRE SERVICES CLERK**NATURE OF WORK**

This is clerical, manual and semiskilled work.

Performance of duties relating to the receipt and delivery of a variety of liquor supplies and the maintenance and repair of lockers. Work involves in the conducting of inventories of liquor supplies, the preparation of inventory records, the assisting in providing liquor service at official functions and the maintenance of locker records. Work is performed under the supervision of a superior and is reviewed through observation of results obtained and absence or presence of complaints.

ILLUSTRATIVE EXAMPLES OF WORK

Receives beer, liquor and wine products from distributors; counts items received to ensure that order is complete; stores supplies in storage room by product.

Receives instructions from Student Centre Services Attendant regarding liquor deliveries; loads liquor supplies and delivers liquor supplies using motor vehicle; unloads supplies; ensures that order is complete by conducting a physical count.

Performs maintenance tasks on lockers involving repairs to doors, hinges, coat hooks and locks; maintains and stores hand tools, locks and supply of nuts, bolts, rivets and similar items used in minor maintenance work.

Prepares lockers for rental by removing and storing remaining items in storage containers; conducts necessary maintenance; attaches new lock; records the locker number, serial number of new lock and lock combination on locker rental card; forwards completed rental card to main office.

Assists in the weekly inventory of liquor supplies; advises Student Centre Services Attendant of inventory levels.

Collects unused liquor supplies, prepares credit slips and transports and stores liquor supplies in storage area; collects, records and transports empty beer bottles to distributor.

Serves as bartender, as requested.

Performs related work as required.

REQUIREMENTS OF WORK

Some experience in the dispensing, store keeping and serving of liquor and preferably supplemented by some experience in the use of hand tools; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Some knowledge of the receipt, handling, storage and issuing of various kinds of liquor.

Some knowledge of inventory control and record maintenance.

Some knowledge of techniques and materials involved in the care and repair of lockers.

Ability to operate a motor vehicle safely.

Ability to maintain clerical records.

Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with supervisors, faculty, staff members and other employees.

Possession of a Newfoundland Waiters License.

Possession of a valid Province of Newfoundland and Labrador driver's licence.

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