



POSITION DESCRIPTION – Grocery Clerk

Title:	Grocery Clerk	Status:	Non-Exempt/PT & FT
Department:	Store Support	Reports to:	Center Store
Grade:	1	Salary Range:	\$15.00 to \$19.50 Hourly

Summary

This position aims to provide customers with a friendly, memorable, and engaging shopping experience. Greet customers, provide them with item information and direct them to the item's location in the store. Discard all expired items according to company policy. Supervise cleanliness and maintenance duties around the grocery store. Control inventory and inform procurement managers in case of low inventory levels.

Department Responsibilities

- Welcome customers as they enter the store.
- Answer questions about our products.
- Update inventory records.
- Restocking products.
- Maintain cleanliness of the store areas and counters.
- Monitoring stock levels.
- Other duties assigned.

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must perform each essential function satisfactorily, with or without reasonable accommodation. The requirements listed below represent the knowledge, skill, and ability required.

- A track record of outstanding customer service.
- Ability to work in a fast-paced environment.
- High level of accuracy and attention to detail.
- Excellent organizational skills.
- Ability to operate as a team member and get along with others.
- Ability to perform strenuous physical duties such as climbing a ladder, lifting, and standing for long periods.

Education and Experience

- High school diploma or equivalent degree.
- Stocking: One year is preferred.
- Basic math and computation skills.

Work Environment/Physical Demands

- Extended hours of walking and standing.
- Extended hours of cash handling.
- Extended hours of customer engagement.
- Lifting up to 25 pounds.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Instead, they are designed only to describe the general nature of the job. All associates of the Food Shed are considered "at will" employees. Scheduled work hours are solely to be based on business needs. The Food Shed Co-op is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment.