



## POSITION DESCRIPTION – Produce Clerk

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<b>Title:</b>	Produce Clerk	<b>Status:</b>	Non-Exempt/PT & FT
<b>Department:</b>	Produce	<b>Reports to:</b>	Produce Manager
<b>Grade:</b>	1	<b>Salary Range:</b>	\$15.00 - \$19.50 Hourly

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### Summary

The purpose of this position is to assist the department manager in overseeing the Produce Department. This person's responsibilities include making sure that the produce, cut fruit, and floral is always fresh and in good condition. Ultimately, you will be responsible for the quality of produce displayed in our store and ensuring a great shopping experience for our customers. A Produce Clerk is also responsible for ensuring the produce section remains clean and orderly during store hours.

### Department Responsibilities

- Replenish stock and goods on display shelves.
- Receive deliveries following established receiving procedures.
- Help customers navigate their way through the store and find the produce they need.
- Remove expired products from the display promptly.
- Receiving, processing, preparing, wrapping, slicing, weighing, marking, and packaging products.

### 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.

- Experience in safe food handling in a grocery store.
- Basic knowledge of produce and grocery items.
- Ensure a safe and pleasant shopping experience for customers.
- Being helpful and enthusiastic to provide great customer service to shoppers.
- Ability to stand for extended periods.
- Comfortable working in cold environments (refrigerated areas of the store).

### Education and Experience

- High school diploma or equivalent degree.
- One year experience in the Food Cooperative Industry preferred.
- Basic math and computation skills.

### Work Environment/Physical Demands

The physical requirements described here are those that an employee must meet, with or without reasonable accommodation to perform the essential functions of this job successfully.

- Ability to lift and carry up to 25 pounds frequently.
- Ability to bend, stoop, squat, kneel, climb stairs, and use ladders.
- Ability to use product moving equipment, pallet jack, two-wheelers, and carts.
- Understanding of compliance with health department regulations.

*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.*