

Grocery Clerk Job Description

Purpose

Responsible for stocking of designated products to meet objectives for department sales, margins, inventory turns, and customer satisfaction. Responsible for stocking department products and providing excellent customer service to shoppers.

Status

- Reports To: Grocery Manager
- FLSA Status: Non-Exempt (FT/PT)

Essential Responsibilities and Functions

- Treat internal and external customers fairly, consistently and with respect.
- Plan and maintain attractive, fully stocked, faced, and rotated sections.
- Ensure accurate, uniform, current product and shelf signage.
- Stock in all areas of the store as needed.
- Open boxes for stocking safely, using supplied box cutter.
- Remove compromised products from shelves.
- Report inventory issues to supervisor.
- Stock products following rotation policy.
- Dust and wipe shelves, cases and products as necessary.
- Stack cases safely when creating case stacks.
- Present product according to merchandising guidelines.
- Perform other duties as assigned by Grocery Manager.
- Attend storewide and department meetings.

Physical Job Requirements

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

- Ability to use computer keyboard, monitor, mouse, telephone, and various office equipment continuously.
- Ability to lift and carry up to 50 pounds safely.
- Ability to be present and working in assigned area for up to 3 hours without rest.
- Ability to bend, stoop, squat, kneel, climb stairs or ladder.
- Ability to reach above shoulder height occasionally.
- Ability to talk and hear to communicate with customers.
- Finger and hand dexterity with ability to grasp and hold items of different sizes.
- Vision ability – close, distance, peripheral vision and depth perception.
- Ability to read register screen and product and shelf labels.

Working Conditions

The work environment described here is representative of the conditions an employee may encounter while performing the essential functions of this job.

- Frequent exposure to cold, hot, wet or humid conditions.
- Exposure to fumes, airborne particles, hazardous materials ranging from natural to chemical (store products, cleaning products, scents from working in a public setting).
- Exposure to and potential handling of fresh foods including meats and seafood.
- Handling objects that have been handled by the public.
- Frequently performs work standing on cement floors at the cash register.
- May work occasionally in temperature extremes (walk-in freezer, outside warehouse, hot kitchen, etc.).
- Noise level in the store is usually moderate to loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation. The requirements listed below are representative of the knowledge, skill and/or ability required.

- High school diploma or GED certificate preferred.
- Previous retail and/or grocery store work preferred.
- Willingness to work in a cold and damp environment.