



Job Description

Job Title: Grocery Clerk (Closing Shift)

Department: Grocery

Reports To: Grocery Manager

Shift Schedule (post-training):

Weekend and Evening shift availability necessary. Anticipated schedule is Thursday – Monday 11am – 8pm. (subject to change seasonally)

Starting Wage:

\$14.00/hr.

General Purpose of the Job:

The general purpose of the grocery clerk position is to assist the Grocery team thoroughly and efficiently by stocking the store shelves and coolers with product from backstock and daily shipments from distributors. Additionally, this position involves assisting other departments with grocery questions, providing excellent customer service to our patron's and facilitating general store operation.

Essential Job Duties and Responsibilities:

- Arrive consistently on time to work with minimal interruptions in work-schedule.
- Responsible for closing duties and securing the store each night.
- Perform periodic temperature checks on coolers and notify supervisor of any anomalies or concerns.
- Stock store shelves, cooler and freezers as needed based on information provided by co-workers or supervisors, paying strict attention to:
 - Matching product UPC's
 - Checking expiration dates accurately and rotating stock.
 - Stocking and reorganizing of products to ensure shelf space is utilized to its fullest.
 - Keep back stock condensed and organized.
 - Facing products throughout the store as needed.



- Assist with intake of daily shipments from distributors, moving pallets of product to and from the freight elevator to different locations around the store.
- Pack out and stock bread and bagels for retail sale.
- Assist at the herb counter or as a cashier back-up when needed.
- Provide excellent customer service to our patrons with locating products and departments within the store, as well as answering product questions and providing general assistance while on the sales floor.
- Answer incoming phone and/or radio calls.
- Conduct courtesy calls notifying customers of their special orders/holds or rainchecks.
- Assist in the retrieval of carts and baskets, and stock boxes at registers as needed.
- Janitorial maintenance as needed, cleaning spills or addressing restroom messes.

Supervisory Responsibilities:

The grocery clerk position holds no supervisory responsibility.

Education and/or Experience:

- No education requirements
- Customer service/retail knowledge and experience preferred.

Certificates, Licenses, Registrations:

- Valid Driver's License or Photo ID
- Social Security Card
- U.S. Passport (to substitute for Photo ID & SSC if needed)
- WA State Food Handlers Certificate (must have upon starting date)

Qualifications:

- Basic reading/writing/math skills.
- Customer service skill.
- Ability to multitask efficiently.
- Flexibility and dependability with schedule.
- Kind, friendly and respectful demeanor.
- Understanding of food safety standards.



Physical Demands:

Physical demands of the grocery clerk position include walking, standing, kneeling, and use of your hands most of the time. Additionally, the ability to lift up to 50lbs.

Additional Information:

Schedules may differ upon season and business changes. Flexibility in your availability may be necessary for proper coverage or business needs.

****Please sign below to acknowledge job requirement's****

I, _____, have read and accept the terms of the position.

X _____

(Employee's Signature)

Date: _____

Manager's Signature: _____