



Job Description

Job Title: Produce Clerk

Department: Produce

Reports To: Produce Manager

General Purpose of the Job:

The general purpose of the Produce Clerk's position is to ensure the produce is fresh and rotated as well as create appealing displays for customers, while maintaining an excellent customer service reputation.

Essential Job Duties and Responsibilities:

- Trimming, washing, and freshening up the produce
- Build and maintain appealing sales displays while keeping product rotated.
- Responsible for unloading delivery trucks and getting product to the floor.
- Keeping department clean and tidy.
- Assisting customers with questions and concerns.
- Stock department appropriately.
- Knowledgeable on department products and their status (sales, order, origin, etc.)

Supervisory Responsibilities:

None

Education and/or Experience:

- No educational requirements
 - PREFERENCE: High school diploma or equivalent.
- Minimum of 1-year experience in retail or produce related position.
- Must be 18 or older for use of sharps.



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:

- Ability to deliver friendly and courteous service to customers.
- Basic reading/writing/math skills.
- Ability to follow and execute specific instruction.
- Able to work as a team with co-workers and supervisors.
- Knowledgeable on food safety procedures and packaging.
- Dependable/flexible on hours and situations that may arise.

Physical Demands:

This position will require use of hands, walking, sitting (seldom), speaking, and hearing consistently through any given shift. Additionally, the ability to lift up to 50lbs may be needed.

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 requirements****

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

X _____

(Employee's Signature)

Date: _____

Manager's Signature: _____