



Job Description

Job Title: Supplements & HABA Clerk

Department: Supplements/HABA

Reports To: Supplements Manager

Pay Range: \$17-18/hr

General Purpose of Job:

The general purpose of the supplements and HABA clerk is to provide exceptional customer service by assisting them in their shopping or information needs both in person and over the phone.

Essential Job Duties and Responsibilities:

- Answer phone calls and take special orders.
- Assist in maintaining accurate inventory figures.
- Unpack and distribute freight within department.
- Keep product rotated on shelves.
- Assist in displays and sales events within the department.
- Keep work area clean and appealing.
- Awareness of product location and uses.
- Backup cashier and herb counter support as needed.

Supervisory Responsibilities:

This position has no supervisory responsibility.

Education and/or Experience:

- No education requirements
 - PREFERENCE: High school diploma or equivalent.
- Minimum 1-year experience in related field or customer service.

Certificates, Licenses, Registrations:

- WA State Food Handlers Card

- Social Security Card or Passport
- Valid Driver's License

Qualifications (Knowledge, Skills, Abilities):

- Basic reading/writing/math skills.
- Basic computer knowledge (Word, Excel etc.)
- General knowledge of health and beauty aids as well as natural supplements.
- Good communication ability to speak to and hear customers both in person and over the phone.
- Multitasking and Organization ability needed.
- Able to handle and diffuse negative customer interactions.
- Dependable/Flexible on hours.
- Food Safety knowledge.
- POS system experience.
- Customer service skills

Physical Demands:

The demands of this position will require standing, walking, speaking, hearing, use of your hands and kneeling most of the time. Additionally, reaching above head/shoulders and lifting up to 50lbs.

Additional Information:

Supplement/HABA clerks schedules may differ upon seasonal and business changes. Flexibility in your availability may be necessary for proper coverage or business needs.

Country Aire is an at-will employer and may terminate the employment relationship at any time, without cause, and with or without notice.

****Please sign below to acknowledge job requirements****

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

X _____

(Signature)

Date: _____

Manager: _____