



Job Description

Job Title: Grocery Clerk

Department: Grocery

Reports To: Grocery Manager

General Purpose of the Job:

The general purpose of the grocery clerk position is to thoroughly and efficiently stock the store shelves with product from back-stock and daily shipments from distributors. Additionally play a role of customer service on the floor and assist departments with customer questions.

Essential Job Duties and Responsibilities:

- Prioritize sections of the store that need to be stocked based on information provided from co-workers or supervisors.
- Show up consistently and on time to work with minimal interruptions in work schedule.
- Pay strict attention to specifics:
 - Matching product UPC's
 - Checking expiration dates accurately
 - 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; as well as before and at end of shift.
 - Temperature checks on coolers every 4 hours and notify supervisor of any anomalies or concerns.
- Back up to the cashier department and herb counter as needed.
- Assisting customers with questions and product location.
- Assist in the retrieval of carts and baskets, and stock of boxes at registers as needed.
- Janitorial maintenance as needed; cleaning up spills or addressing restroom messes.
- Customer service and assistance while on store floor.



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 ability.
- 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: _____