

Job Description



Produce Clerk

Position Description and Essential Functions

The Produce Clerk position will assist in the produce department to execute all functions and duties assigned by the Produce Lead to establish and maintain a profitable, organized, and quality department.

Job Requirements

- Acknowledge and greet every guest within ten feet of you, anywhere in the store. Ask if you can be of any help to them.
- Ensure proper product rotation and quality; Be certain that the general produce department is well stocked
- Ensure proper product facing when stocking and as you move about the store
- Familiarity with products and their location within the store
- Assist with receiving, storing, and stocking of products
- Assist in creating, building, and maintaining product displays
- Conduct price checks for cashiers as needed
- Assist in the prompt cleanup of spills
- Provide backup help to cashiers, promptly and quickly, as needed

Non-essential Job Requirements

- Provide excellent guest service
- Handle all guest complaints in an appropriate, timely, and documented (if required) manner
- Ability to work independently

Reports to Store General Manager

* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives change, so too may the duties.