**Store Clerk**

**Position Description and Essential Functions**

The Store Clerk position will exude exceptional customer service, doing what he/she can, to make every guests’ visit a welcoming, helpful, and convenient experience. They will assist in stocking the center store & produce department to execute all functions and duties assigned to establish and maintain profitable, organized, and quality departments. This position is required to be friendly and offering of over-the-top service.

**Job Requirements**

* Acknowledge and greet every guest within ten tiles 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 as needed
* Assist in the prompt cleanup of spills
* Scan items quickly, safely, efficiently, and accurately
* Accurately tender transactions
* Abide by all local and state laws in regards to alcohol sales
* Acknowledge and welcome every guest as they enter the store; acknowledge and thank every guest within ten feet as they depart the store
* Bag groceries properly, neatly, and quickly
* Provide carryout service (as applicable). It should be assumed every guest would like carryout unless they decline. Unless there are too many guests coming through the checkouts and a cashier is needed immediately, every guest should have their purchases carried or carted out and put in his/her vehicle.
* Offer to unload items onto checkout belt
* Gather shopping carts from parking lots, return to cart corral, and maintain clean, orderly, cart corral area
* Assist in maintaining store shelves by cleaning and facing products forward
* Sweep and mop floors; General housekeeping duties , as assigned
* Return shopbacks and other products to their proper location
* Assist fellow employees with projects, as requested

**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 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 changes, so too may the duties.