**Job Title:** Produce Clerk

**Department:** Produce

**Company:** Crossroads Market

**Reports To:** Produce Manager

**Status:** Part-Time, Non-Exempt

**# Direct Reports:** 0

**Summary**

The Produce Clerk position will assist in the produce department to execute all functions and duties assigned by the Produce Manager to establish and maintain a profitable, organized, and quality department. This position may be scheduled as available with at least one weekend day per week.

**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 for cashiers as needed
* Assist in the prompt cleanup of spills
* Provide backup help to cashiers, promptly and quickly, as needed
* Provide excellent guest service. Handle all guest complaints in an appropriate, timely, and documented (if required) manner.
* Answers and directs customer inquiries on the phone and in person.
* Embraces and supports the FLASH mission and performs safe practices in the workplace.
* Any and all other duties as assigned.

**MINIMUM QUALIFICATIONS**

* Comfortable working in a fast-paced environment.
* Attention to detail and problem-solving skills.
* Excellent communication and organization skills; ability to prioritize workload, handle multiple tasks, meet deadlines, and work self-directed with a sense of urgency.
* Takes a customer focused approach to the needs of employees, customers, and clients.

**PHYSICAL REQUIREMENTS**

Typical retail setting. Exerting up to 25+ pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job is very active and requires standing, walking, bending, kneeling, stooping, and crouching. Job will include repetitive movements, repetitive use of computer/office equipment and usage of hands to handle, control, or feel objects or tools.

**EEO STATEMENT**

FLASH provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

I have read and understand my roles and responsibilities. I can perform the duties and functions required as stated above.

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Employee Name – please print

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Employee Signature

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Date