



POSITION DESCRIPTION – Store Clerk

Title:	Store Clerk	Status:	Non-Exempt/PT
Department:	Store Support	Reports to:	General Manager
Grade:	1	Salary Range:	\$15.00 to \$19.50 Hourly

Summary

This position ensures the smooth operation of the store's front-end point-of-sale system and adherence to department standards while providing customers with a friendly and engaging shopping experience. Greet customers, provide them with item information and direct them to the item's location in the store. Discard all expired items according to company policy. Supervise cleanliness and maintenance duties around the grocery store. Control inventory and inform procurement managers in case of low inventory levels.

Key responsibilities include interacting with customers, balancing the cash register, handling purchases and returns, and scanning items. Clerks must discard expired items per company policy, maintain store cleanliness and stay informed about product codes, return policies, and current promotions.

Department Responsibilities

- Process sales transactions and taking payments with correct cash denominations
- Update waste and transfer records
- Welcome customers as they enter the store
- Answer customer questions about products or services and provide recommendations
- Report issues with equipment
- Maintain clean and tidy checkout areas
- Maintain cleanliness of the store areas and counters
- Reconcile cash drawers and sales receipts
- Monitor stock levels for your assigned area and restock products
- Maintain department standards
- Other duties as assigned

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must perform each essential function satisfactorily, with or without reasonable accommodation. The requirements listed below represent the knowledge, skill, and ability required.

- Experience with Point-of-Sale systems required
- A track record of outstanding customer service
- Ability to operate as a team member and get along with others
- Ability to calculate sales and change quickly
- Ability to work in a fast-paced environment
- High level of accuracy and attention to detail
- Ability to perform strenuous physical duties such as climbing a ladder, lifting, and standing for long periods.

Education and Experience

- High school diploma or equivalent degree
- One year of grocery store front-end experience or similar retail preferred
- Basic math and computation skills



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Work Environment/Physical Demands

- Ability to lift and carry up to 50 pounds frequently
- Ability and stamina to work an 8 hour workday
- Use of eyes (20/40 vision) 100% of the workday
- Ability to hear 100% of the workday
- Ability to speak 100% of the workday
- Use of both hands to grasp, push, pull and hold objects 100% of the workday
- Ability to stand up to 100% of the workday
- Ability to walk up to 75% of the workday
- Ability to sit up to 20% of the workday
- Ability to handle cash
- Ability to bend, stoop, squat, kneel, climb stairs, and use ladders
- Ability to reach and twist frequently and bend occasionally during the workday
- Ability to use a dolly or hand truck to move product several times during the workday
- Understanding of compliance with health department regulations.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Instead, they are designed only to describe the general nature of the job. All associates of the Food Shed are considered "at will" employees. Scheduled work hours are solely to be based on business needs. The Food Shed Co-op is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment.