

Produce Clerk Job Description:

To price, display, and promote fresh produce and deliver excellent internal and external customer service.

STATUS:

Reports to Produce Manager

Part Time: 10-25 hours a week

RESPONSIBILITIES:

1) MERCHANDISING:

- Set up attractive produce displays, using color and texture to enhance; give impression of abundance and quality, while maintaining proper storage conditions.
- Trim, wash, bundle and refresh produce as needed.
Ensure displays are replenished, rotated, culled several times daily.
- Offer tastes, samples, suggestions for purchase and ways to prepare products.
- Ensure building and maintaining of in-store displays, according to established standards for appearance, variety and ease of shopping and stocking.
- Ensure accurate, up-to-date uniform department signs.

2) CUSTOMER SERVICE:

- Assist customers with produce questions in prompt friendly courteous manner.
- Assist customers with special orders and utilizes special orders system in Produce to ensure that customers receive their orders and questions in a timely manner.
- Respond to produce department customer suggestions, comments, & complaints in a reasonable manner.

4) DEPARTMENT MAINTENANCE:

- Coordinate storage of items to be returned to suppliers. See that unsellable items are properly disposed of. Keep accurate shrinkage records.
- Ensure that produce department shelves, displays, aisles, prep & storage areas in clean, orderly condition, meeting health department & ADA standards.
- Remove trash & boxes as needed-Maintain compost containers so that they are stored in sanitary conditions.
- Mark down items as needed to reduce losses-maintain produce dollar bin.
- Participate in inventory counts.
- Use equipment safely. Ensure maintenance of department equipment in working order. Monitor cooler temperatures. Notify General Manager of equipment problems or needs.

QUALIFICATIONS - At least one year of experience in retail produce - Knowledge of organic and commercial growing practices, and organic certification regulations. - Knowledge of current trends in natural foods industry. - Several innovative ideas for merchandising at the co-op. - Supervisory experience: hiring, training, evaluating, and giving directions. - Ability to read financial statements; firm

grasp of margin and pricing. - Organized, consistently follows through on commitments. - Demonstrated ability to handle multiple demands. - Communications skills--clear directions, good listener. - Experience serving the public. - Ability to project friendly, outgoing personality. - Manual dexterity with hazardous equipment. - Ability to lift 50+ pounds. - Ability to stand for long periods. - Ability to work in cold, wet conditions. - Willingness to work a flexible schedule - Regular, predictable attendance. - Willingness and ability to learn and grow to meet the changing of department needs.