



JOB TITLE: Produce Clerk

REPORTS TO: Produce Manager

STATUS: PT - Evening Shift

Pay: Starts at \$15/hr

The Produce Clerk is responsible for pricing, displaying, and promoting fresh produce and is expected to deliver excellent customer service.

RESPONSIBILITIES:

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.

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.

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 (1)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.
- Creative and innovative merchandising.
- 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.

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