

Courtesy Clerks: The *primary* function of a Courtesy Clerk is to package the groceries for our customers, offer the customer help out to their car, and return shopping carts to the store from our parking lot. Additionally the following duties are also the responsibility of a Courtesy Clerk:

- ⇒ Keeping shopping carts & hand baskets clean & free of trash or greens;
- ⇒ Sweeping & daily cleaning of outside parking lot & inside of the store;
- ⇒ Clean up of customer spills, spot mopping of floor, water spots & merchandise spills;
- ⇒ Empty trash receptacles under each register & at front of the store;
- ⇒ Facing & dusting the store;
- ⇒ Daily cleaning of break room and rest rooms;
- ⇒ Restocking bags & supplies at the registers;
- ⇒ Cleaning check stands & surrounding area;
- ⇒ Other miscellaneous duties as time may allow

Cashiers: The *primary* function of a Cashier is to check out the customers' orders. However, every cashier should be ready and willing to complete any of the responsibilities of a Courtesy Clerk in their absence or in need of additional assistance when requested. Additionally the following duties are also the responsibility of a Cashier:

- ⇒ Walk produce isles 5 minutes before every shift to look for new items or changes;
- ⇒ Cleaning your registers;
- ⇒ Cleaning cooler windows;
- ⇒ Facing & dusting of the store;
- ⇒ Other miscellaneous duties as requested by a supervisor.

Grocery Clerks: The *primary* function of a Grocery Clerk is to assist the Grocery Manager in inventory & ordering, receiving, pricing, merchandising and stocking of the grocery department. Additionally a Grocery Clerk must act as a Cashier and/or Courtesy Clerk as needed in order to optimize customer service. Must be physically capable to lift 50 Lbs.

Produce Clerks: The *primary* function of a Produce Clerk is to assist the Produce Manager in inventory & ordering, receiving, pricing, merchandising and stocking of the produce department. Additionally a Produce Clerk must act as a Courtesy Clerk and assist at the customer checkout as needed in order to optimize customer service. Must be physically capable to lift 50 Lbs.

REMEMBER TO

1st COMPLETE THE FULL APPLICATION

2nd CALL HIRING SUPERVISOR TO SCHEDULE AN INTERVIEW

965-4558

In the world of retail everyone must be available to work weekend shifts (9am-2pm OR 2pm-8pm).