

PRODUCE CLERK

Status: Reports to Produce Department Manager

Purpose:

The produce clerk prepares, stocks, and displays produce as necessary. Provides excellent customer service and is responsible for the quality and appearance of produce and maintaining a safe work environment.

Responsibilities:

- Provides outstanding customer service to store patrons according to customer service guidelines
- Morning preparation - Responsible for setting up produce displays
- Evening packing/shut down procedures - Responsible for taking down display and packing it away
- Rotates produce when stocking
- Maintains stock displays throughout the day
- Follows Produce Department Manager's designs, guidelines, and instructions for produce displays
- Maintains signs in appropriate places and ensures legibility and accuracy
- Culls unmarketable produce
- Keeps produce areas neat and clean and produce cases full
- Assists with monthly inventory if necessary
- Attends department and all staff meetings
- Cleans display case, walk-in cooler & prep areas
- May act as Produce Department representative on Outreach Committee

General duties:

- Continually develops knowledge of products in department
- Provides customer service in other areas of the store as needed
- Evening produce stocker helps with final closing procedures of store
- Other duties as assigned by department manager

Qualifications:

- Must be able to lift 50# boxes
- Able to work with minimal supervision
- Ability to process and record detailed information accurately
- Sense of Artistic Display
- Previous experience in produce preferred
- Previous natural foods experience a plus