

Meat Clerk

PRIMARY OBJECTIVE:

To provide ordering and stocking for the Meat department.

NATURE AND SCOPE:

Emphasis is this position in on maintaining the proper stock levels for maximum sales potential and variety. Primary learning challenge is product knowledge and proficiency in ordering. This position requires ongoing judgment/decision making, social skills/verbal interaction, reading, writing, math, light to moderate lifting, walking, operation of forklift, pallet jack, box cutter and ordering machine. Position functions and work hours may vary according to business needs. Assignments and work direction provided by the Meat Manager, or Smokehouse Manager.

ESSENTIAL POSITION FUCNTIONS:

1. Orders prepackaged Meat Department product
 - A. Maintains knowledge of product movement and specials
 - B. Works with Meat Manager on display building and preparation
 - C. Keeps full variety in stock regularly
2. Receives prepackaged deliveries
 - A. Ensures piece count matches invoice
 - B. Monitors expiration dates for freshness
 - C. Follows security procedures
 - D. Ensures proper pricing in all necessary
3. Prepackaged meat products
 - A. Consistently rotates product in cases and coolers to ensure proper refrigeration and freshness
 - B. Ensures cases are full and neat
 - C. Ensures all items are correctly priced and signed
 - D. Sets displays and cases
 - E. Scales and prices, codes and dates variable weight items
 - F. Wraps bulk frozen product when needed on floor
4. Assists customers with requests and information
 - A. Ensures customer satisfaction
 - B. Assists with special customer orders
 - C. Provides product information and location
 - D. Answers department
5. Follows all store and department policies and procedures
6. Assists in performing meat wrapping, weighing and pricing
 - A. Completes assignments in allotted time
 - B. Wraps meat on automatic wrapper, semi automatic wrapper, and manual wrapper following proper procedures for each.
 - C. Wraps all designated fresh meat before fresh meat before frozen or smoked
 - D. Ensures all meat is properly priced and labeled at all times
 - E. Monitors quality of product, equipment and any other daily needs for the area
7. Assists in vendor contact
8. Maintains a clean and organized work and storage area

- A. Picks up and compacts cardboard
- B. Ensures that trash is removed
- C. Stores overstock properly
- D. Cleans and sanitizes all meat equipment, meat room, cooler, and smokehouse equipment

FUNCTIONAL REQUIREMENTS:

Physical – lifting/carrying 5 to 40 lbs., pushing/pulling 150 to 2000 lbs., reaching, squatting, turning, kneeling, equipment operation (fork lift, pallet jack, flatbed, box cutter,), social skills/verbal interaction

Mental – judgment/decision making, reading, writing, math,