

Produce Clerk

PRIMARY OBJECTIVE:

To provide stocking support for Produce Department and maintain all displays and other areas of Produce Department in an orderly fashion and according to company standards.

NATURE AND SCOPE

Primary emphasis in this position is on meeting daily needs in stocking, product rotation, customer assistance and load receiving in order to ensure maximum department sales and product location, product knowledge and receiving procedures. This position requires ongoing judgement/decision making, social skills, verbal interaction, reading, writing, moderate to heavy lifting, walking, operation of forklift, pallet jack and box cutter and exposure to cold temperatures and wet surfaces. Position functions and work hours may vary according to business needs. Assignment and work direction are provided by the Produce Director, Produce Asst. Manager Manager, or person in charge.

ESSENTIAL POSITION FUNCTIONS

1. Performs stocking
 - A. Ensures correct placement of stock and refilling of all displays
 - B. Rotates stock for freshness
 - C. Removes spoiled/damaged product from display
 - D. Assists in markdowns of old product
 - E. Straightens displays, builds displays
 - F. Handles product carefully to avoid damage
 - G. Fills and maintains cooled display
 - H. Handles all designed pulldown items—evening
2. Receives product and unloads trucks received
 - A. Checks product received for correct type and amount
 - B. Properly logs information and fills out invoices
 - C. Checks product for freshness and damage
 - D. Properly sorts stock and loads onto cart/pallet jack in stable manner and moves to proper area for stocking
 - E. Codes and dates all product
 - F. Store over stock in proper location
3. Performs cleaning of sales floor/backroom/cooler
 - A. Sweeps and mops, organizes backroom
 - B. Cleans/sanitizes utensils used
 - C. Cleans spills
 - D. Properly disposes and separates cardboard and garbage
 - E. Utilize personal protective devices (safety glasses, cut resistant gloves) as required
4. Assists customers with questions or requests

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- A. Takes special orders
 - B. Answers department phone calls and questions in a timely manner and consistent manner
 - C. Refers customers to the proper area or individual for help
5. Follows all store and department policies and procedures

ADDITIONAL POSITION FUNCTIONS

6. Performs cutting and wrapping and prepares greens
- A. Prepares pre-cut fruit display
 - B. Trims and wraps vegetables
 - C. Know and follows crisping program for greens
7. Assists with produce resets
8. Assists in other departments
- A. Grocery
 - B. Front End
8. Assembles fruit baskets
9. Works in Floral Department

FUNCTIONAL REQUIREMENTS

Physical - lifting/carrying 5 to 85 lbs., pushing/pulling 200 to 2000lbs., equipment operation (hand jack, box cutter, fork lift, carts, pallet jack, register, helium tank, reaching, standing, stooping/bending, walking, climbing ladders, turning

Mental – judgement/decision making, social skills/verbal interaction, memorization, reading, writing, equipment operation (calculator, math)

Environment – exposure to cold temperatures (35-40 degrees), work outside