



We have an opening for a part -time: **Produce Clerk**

Please read the attached job description in its entirety. If you are interested in this position, please complete an application and return it to the Customer Service Desk or mail it to the address below. If you are an in-house staff member, please submit a letter of interest, which should include any relevant experience or skills that are applicable to the position you are applying for, to the Human Resource Department.

Schedule:

	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
18 hours	6:00 a.m.- 12:00 p.m.	6:00 a.m.- 12:00 p.m.	6:00 a.m.- 12:00 p.m.	OFF	OFF	OFF	OFF

Note: There may be times when additional hours or schedule changes are necessary.

Department meetings are announced when scheduled, and dates and times may vary. Department meeting attendance is mandatory.

Wage:

- Starts at \$15.00 per hour.
- Increases to \$15.30 per hour after six months.
- After six-month increase the following increases occur:

Total number of hours worked

Start	Six-Month	2080	4160	6240	8320	10400	12480	14560
\$15.00	\$15.30	\$15.61	\$16.07	\$16.56	\$17.05	\$17.56	\$18.09	\$18.63

2080 hours worked is equal to one year if you work full time (40 hours per week). Increases after 2080 hours worked occur every 2080 hours worked up to 14560 hours.

Benefits:

For all regular status employees:

- 20% discount on store purchases.
- Employee Assistance Program
- Paid vacation time, Extended Illness Leave and Bereavement Leave
- 401(k) Retirement Plan
- Holiday Pay

For employees working 20 – 30 hours per week:

All of the benefits above, plus:

- Life Insurance
- Short Term Disability Insurance

For full-time employees working 30 - 40 hours per week:

All of the benefits above, plus:

- Health Insurance
- Dental & Vision Insurance
- Flexible Benefits
- Long Term Disability Insurance
- Long Term Care Insurance (35+ hours per week)

Application Deadline: Open Until Filled

Questions: Call Human Resources at 541-3663 ext. 207

Date Position Posted: December 29, 2021



GOOD FOOD
S T O R E

Produce Clerk

To stock and display fresh produce with prompt, friendly, helpful customer service to help meet department goals for sales, margin, labor and customer service.

Department: Produce

Reports to: Produce Manager

Duties & Responsibilities

The essential duties and responsibilities of this position include, but are not limited to, the following:

General:

- Assist customers with produce questions and special orders. Offer samples and suggestions for purchase and preparation in friendly, courteous manner.
- Replenish and rotate displays, culling several times daily, and following stocking priorities set by produce manager.
- Trim, wash, bundle produce, following priorities set by produce manager.
- Dispose of damaged or spoiled goods promptly, with appropriate notification to produce manager.
- Remove trash, clean cases and keep prep and storage areas in clean, orderly condition.
- Use equipment safely. Monitor cooler and walk-in temperatures and follow procedures for handling breakdowns. Advise produce manager of equipment repair and replacement needs.
- Check deliveries for damage, quality and accuracy, notify produce manager of discrepancies. Help with unloading as needed. Rotate deliveries into storage.
- Maintain floor plan and regular rotation in walk-in cooler.
- Participate in periodic inventory.

Other Responsibilities:

- Follow safe working practices.
- Attend department and storewide meetings.
- Perform other tasks assigned by produce manager.

(Continued)

Qualification Standards

Education/ Training:	High School education or GED preferred, but not required.
Experience:	Familiarity with natural foods preferred.
Knowledge/Skills:	Ability to follow instructions well.
Attendance:	Regular, predictable attendance.
Other:	Ability to work closely with others. Familiarity with, or interest in produce. Manual dexterity with hazardous equipment (knives.)

Position Requirements

Essential Functions / Tasks:	Requirements:
Physical:	
Vision	Ability to read product labels and to distinguish color for quality control.
Hearing	Hearing required to converse with customers and co-workers.
Sense of Smell	Ability to smell for inspecting product, sanitation standards.
Gripping	Pick up boxes, cans, other products, tools and equipment.
Lifting	Up to 50 pounds on a regular basis.
Stooping	Stoop and maneuver to pick up boxes from shelving and carts.
Squatting	Squat and maneuver to pick up boxes from shelving and carts.
Push/Pull	Occasional pushing/pulling of carts/racks weighing up to 500 pounds. Ability to push/pull a pallet jack weighing up to 1,000 pounds periodically.
Kneeling	Occasional kneeling.
Climbing	Occasional climbing.
Bending	Frequent bending.
Reaching	Reach overhead, front, side and back.
Equipment Operation	Ability to safely operate equipment.
Carry Objects	Ability to carry objects weighing up to 65 pounds.
Sitting	Not applicable.
Walking	Short distances to bring items from miscellaneous areas.
Standing	Prolonged standing.
Climate	Ability to work in cold environments (cooler) on a regular basis.
Mental & Psychological Demands:	
Comprehension	Understands and retains directions.
Reading/Writing	Basic reading/ writing skills.
Speaking	Communicate effectively with co-workers and customers.
Decision Making	Use basic problem-solving techniques.
Attention to Task/Detail:	
Critical Thinking Skills	Organize tasks and set priorities.
Multi-Tasking	Perform and /or direct multiple tasks simultaneously.
Interaction with Others:	
Customer Service	Ability to interact with the public in a positive and friendly manner.
Co-workers	Work cooperatively with co-workers.
General	Maintain composure under all circumstances.