



## We have an opening for a part time: **Bagger**

Please read the attached job description in its entirety. If you are interested in this position, complete an online application. 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.
16 hours	12:00 p.m.- 8:00 p.m.	4:30 p.m.- 8:30 p.m.	OFF	4:00 p.m.- 8:30 p.m.	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 \$15.50 per hour.
- Increases to \$15.81 per hour after six months.
- After six-month increase the following increases occur:

Total number of hours worked				
Start	Six-Month	2080	4160	6240
\$15.50	\$15.81	\$16.13	\$16.61	\$17.11

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 6240 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, Health Savings Account
- 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:** September 5, 2019



## **Bagger**

To assist cashiers in providing prompt, friendly, and helpful customer service by bagging groceries and helping customers checkout smoothly and quickly. Helps maintain a clean, safe environment for customers and staff. Baggers may assist with cleaning duties in areas of the store outside of their department, when needed.

**Department:** Front End

**Reports to:** Assistant Front End Manager

## **Duties & Responsibilities**

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

### **Bagging:**

- Bag customer purchases efficiently and carefully so that no product is damaged.
- Communicate with customers about their bagging preferences.
- Collect and clean carts from parking lot.
- Offer to assist customers with carrying purchases to car, giving priority to customers with children and seniors.
- Redistribute hand baskets to proper locations.
- Restock bags, boxes and other supplies.
- Sweep floor and keep front end and exit area free of congestion.
- Restock or properly dispose of abandoned items.
- Check on missing or inaccurate prices for cashiers and retrieve additional/replacement items from the shelves.

### **Cleaning:**

- Clean and wipe all areas and items as designated on checklist or by supervisor and/or Shift Lead (if working outside of the front end) or MOD (Manager on Duty).
- Properly disinfect specified areas for deeper cleaning, when instructed.
- Clean up spills and take out trash and recycling, as needed.

### **General:**

- Follow safe working practices.
- Alert Manager on Duty, Front-End Manager and Assistant Front-End Manager to potential shoplifters, disorderly customers or other emergencies.
- Take initiative to move on to other tasks when normal duties are completed.
- Report any customer concerns to supervisor.
- Inform supervisor of any problems that may arise with cleaning supplies, equipment repair or other work-related concerns that may affect the store or job duties performed.
- Work cooperatively with and communicate with MODs. Take direction from the MOD in absence of manager.

### **Other Responsibilities:**

- Attend and participate in department and storewide meetings.
- Perform other tasks assigned by department manager.

(Continued)

## Qualification Standards

<b>Education/ Training:</b>	High School education or GED preferred, but not required.
<b>Experience:</b>	No experience is necessary.
<b>Knowledge/Skills:</b>	Highly organized, and pays attention to detail.
<b>Attendance:</b>	Regular, predictable attendance.
<b>Other:</b>	Adhere to established work and safety procedures. Ability to work closely with others. Spatial sense resulting in the ability to gauge size of bag needed.

## Position Requirements

<b>Essential Functions/Tasks:</b>	<b>Requirements:</b>
<b>Physical:</b>	
Vision	Ability to read product labels.
Hearing	Hearing required to converse with customers and co-workers.
Sense of Smell	Ability to smell product for quality control purposes.
Gripping	Pick up bags, boxes, cans, other products, tools and equipment.
Lifting	Frequent lifting- Up to 30 pounds and 50 pounds occasionally.
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	Carts/racks weighing up to 200 pounds.
Kneeling	Occasional kneeling.
Climbing	Occasional climbing.
Bending	Frequent bending.
Reaching	Reach overhead, front, side and back.
Equipment Operation	Ability to safely operate professional kitchen equipment.
Carry Objects	Ability to carry objects weighing up to 50 pounds.
Sitting	Not Applicable.
Walking	Short distances to bring items from miscellaneous areas.
Standing	Prolonged standing in enclosed work area and shared space.
Climate	Occasional exposure to cold weather, heat, smoke and rain when outside the store gathering carts. Also, exposure to cold drafts when working at the front end.
<b>Mental &amp; Psychological Demands:</b>	
Comprehension	Understands and retains directions.
Reading/Writing	Basic reading/writing level.
Speaking	Communicate effectively with co-workers and customers.
Decision Making	Use basic problem-solving techniques.
<b>Attention to Task/Detail:</b>	
Critical Thinking Skills	Organize tasks and set priorities.
Multi-Tasking	Perform and /or direct multiple tasks simultaneously.
<b>Interaction with Others:</b>	
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.