



We have openings for: **Cashier**

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: **italicized shift is in produce*

Hours	Sun.	Mon.	Tues.	Wed.	Thu.	Fri.	Sat.
16.5 hours	10:50 a.m.- 3:15 p.m.	OFF	OFF	OFF	OFF	<i>*6:00 a.m.- 12:00 p.m.</i>	2:30 p.m.- 8:30 p.m.
27 hours	OFF	1:50 p.m.- 7:15 p.m.	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 \$18.03 per hour.
- Increases to \$18.39 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
\$18.03	\$18.39	\$18.75	\$19.32	\$19.90	\$20.49	\$21.11	\$21.74	\$22.39

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, 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: April 16, 2024

Front End & Produce Clerk

To work in more than one department to provide prompt, friendly, helpful customer service to help meet department goals for sales, margin, labor, and customer service. Duties may include, but are not limited to providing customer service, receiving, stocking (perishable and non-perishable products), cashiering, bagging, and cleaning. Assigned to departments where needed, so other miscellaneous duties may be assigned.

Department: Front End and Produce

Reports to: Asst. Front End Manager- Cashiers & Baggers or Produce Manager (TBD)

Duties & Responsibilities

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

General:

- Greet customers, smile, and make eye contact. Maintain a friendly, courteous, and helpful demeanor.
- Assist customers with produce questions and special orders. Offer samples and suggestions for purchase and preparation in friendly, courteous manner.
- Communicate with all staff and other coworkers in a courteous, positive, and professional manner.

Loss Prevention, Accuracy and Cashiering:

- Check out customer purchases quickly and accurately, notify manager of pricing errors.
- Meet and maintain department standards for accuracy including minimizing overages/shortages, collecting correct and full payment from customers and giving back proper change.
- Follow department protocol for opening, closing, and moving between registers.
- Create neat and organized deposits and correctly balance drawer following department protocol.
- Follow proper security procedures when handling credit card payments and cash currency.
- Correctly process customer returns and complete documentation.
- Follow department protocol for applying coupons, rainchecks, and other discounts.
- Ensure transactions follow store policies for employee purchases and business discounts and report any misuse or suspected abuse of policies to managers.
- Report "Sweet hearting" concerns to management. This is theft by employees at the cash register, by giving away merchandise to a "sweetheart" customer (friend, family, fellow employee).
- Alert Manager on Duty to potential shoplifters, disorderly customers, or other emergencies.
- Document scanning errors to ensure prompt correction.
- Call for back up staff as needed so wait time is minimal for customers at check out.
- Ensure safe and legal alcohol sales by following established protocol such as checking ID's, and not selling to people who are underage or intoxicated. Attend a safe selling training course (in house) and successfully pass a written exam.
- Communicate with customers to determine bagging preferences. Bag customer purchases in a neat and organized way following department protocol.
- Maintain a clean and sanitized workspace and keep the front end free of congestion.
- Complete designated opening and closing duties as assigned.
- Collect carts and baskets from inside or outside of the store and return them to designated areas.
- Stock supplies such as boxes, bags, and register supplies. Complete other cleaning tasks as designated by a manager.

Receiving and Stocking:

- Develop product knowledge in assigned areas to better assist customers.
- Build, replenish and rotate displays, culling several times daily, and following stocking priorities set by manager.
- Trim, wash, bundle produce, following priorities set by manager.
- Dispose of damaged or spoiled goods promptly, with appropriate notification to manager.
- Prepare storage areas for incoming deliveries.
- Check deliveries for damage, quality, and accuracy, notify appropriate shift lead or manager of discrepancies.

- Monitor cooler and walk-in temperatures and follow procedures for handling breakdowns.
- 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.

Department Maintenance:

- Clean up spills as needed.
- Use equipment safely.
- Advise manager of equipment repair and replacement needs.
- Maintain clean work area and assist in backroom cleaning.
- Upon closing of the store, clean and wipe all areas and items as designated on checklist or by supervisor.
- Keep retail display areas, back-stock, and work area clean, sanitary and in orderly condition following guidelines of department manager and rules of Missoula County City Health Dept. (MCCHD).
- Scrub and rinse cutting surfaces, floors, walls, cases, and equipment following established organic procedures.
- Remove trash promptly, sweep and mop floor.
- Follow safe working practices.

Other Responsibilities:

- Attend department and storewide meetings as needed.
- Answer and route phone calls, take and route messages as needed.
- Perform other tasks assigned by Shift Lead, Manager or MOD.

Qualification Standards

Education/ Training:	High School education or GED preferred, but not required.
Experience:	Customer Service, cashiering and stocking or produce experience with some familiarity of natural foods and/or products preferred.
Knowledge/Skills:	Ability to follow instructions well. Basic math skills. Detail-oriented with ability to balance cash drawer.
Attendance:	Regular, predictable attendance.
Other:	Adhere to established work and safety procedures. Maintain accurate records. Ability to work closely with others and to provide excellent customer service. Must be 18 years of age or older (baler).

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, other products, tools, and equipment.
Lifting	25-35 pounds on a regular basis. Occasionally up to 50 pounds.
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 frequently and 500 pounds on occasion.
Kneeling	Frequent 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, freezer, back stock area) and handle cold products for extended periods of time on a regular basis. Occasional exposure to cold weather when outside the store gathering carts. Also, exposure to cold drafts when working at the register.
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, set priorities, and distinguish high quality reusable containers.
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.