



Helping you to live well and be healthy.....naturally!

Position: Meat Clerk

Status: Full time Permanent Salary \$16.90-DOE

Reports to: Meat Department Manager

Job Functions: Keep displays, coolers, and shelves fully stocked, clean, and tidy while providing prompt, friendly, and helpful customer service. Foster a team environment while meeting department objectives. Orders product as directed.

I. CUSTOMER SERVICE

- A. *Process and stock meat products and take initiative to assist customers with product questions in a prompt, friendly; and helpful manner referring them to other staff when necessary. Offer ways to prepare products.*
- B. Report customer suggestions, comments and complaints to supervisor.

II. STOCKING

- A. *Face and rotate older stock to front, making space for new stock without overcrowding. Check for back stock prior to stocking.*
- B. Pull short date or low-quality items and then follow the established procedures for recording and disposing of them in a timely manner.
- C. While stocking, check to ensure shelf tags are in place and correct. Label items accurately with price tags or signs if needed. Report price discrepancies to the supervisor.

III. RECEIVING

- A. Notify buyer / supervisor of out-of-stock items. Check for damage and unacceptable quality, notify purchaser of problems.
- B. Help with unloading as needed. Rotate overstock into storage as directed.

IV. DEPARTMENT MAINTENANCE

- A. Keep shelves, coolers, back stock, and bins clean and in orderly condition following health department regulations. Dust and clean shelves, and product, when stocking. Remove trash promptly, recycle as needed, and sweep and mop floors.
- B. Keep department equipment in assigned area and in working order.
- C. Safely use meat cutting equipment, keep it in clean working condition and inform your supervisor of equipment problems.
- D. Record department shrink promptly and accurately.
- E. Participate in periodic inventory.

V. OTHER

- A. Practice safe food handling and storage as required by the Health Department and stay up to date on food handling safety certificate.
- B. Follow company policies and practice safety on the job.
- C. Perform other tasks assigned by your Supervisor (Manager).
- D. Introduce new ideas for efficiency or products for the store.

Qualifications:

- Willingness and ability to learn to meet the changing requirements of the job. Able to handle multiple demands.
- Experience serving the public. Familiarity with natural foods.
- Able to continuously lift 50 lbs. Able to stand for long periods of time.
- Accuracy and attention to detail.
- Regular, predictable attendance.
- Demonstrates independent working skills and taking initiative.
- Eureka Natural Foods strongly encourages individuals seeking to understand more about living natural lifestyles to apply. Eureka Natural Foods is committed to ensuring its customers live well naturally and are eager to find employees who desire promoting this.