



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

Position: Grocery Clerk

Status: Full time Permanent Salary \$16.50- DOE

Reports to: Grocery 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.

Responsibilities:

I. CUSTOMER SERVICE

- A. *Take initiative to assist customers with product questions in a prompt, friendly, and helpful manner, referring them to other staff when necessary.*
- B. Offer suggestions for purchases and ideas to prepare products.

II. STOCKING

- A. Work freight to the appropriate shelf. Help unload freight, when necessary.
- B. *Rotate older stock to front, making space for new stock. Check for back stock prior to stocking.*
- C. Stock displays fully without overcrowding, face items on shelves, and rotate older stock to front.
- D. Pull short date or low-quality items and then follow the established procedures for recording and disposing of them in a timely manner.
- E. 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 supervisor.

III. RECEIVING

- A. Ensure delivery of all items on invoice & turn in invoices for finance department.
- B. Check for damage and unacceptable quality, notify supervisor of problems.
- C. Rotate, record damaged/missing product promptly and correctly on the invoice, notify supervisor immediately.

IV. DEPARTMENT MAINTENANCE

- A. Keep shelves, coolers, back stock, and bins clean and in orderly condition. Dust and clean shelves, and product, when stocking. Remove trash promptly, recycle as needed, and sweep and mop floors.
- B. Face, rotate and hang sale tags and red tag-ensure accuracy in signage.
- C. Keep department equipment in assigned area and in working order.
- D. Use equipment safely and inform your supervisor of equipment problems.
- E. Record department shrink promptly and accurately.
- F. Participate in periodic inventory.

V. OTHER

- A. Follow company policies and practice safety on the job.
- B. Perform other tasks assigned by the Grocery Manager & Store Manager.

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.
- 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.