

Greenbelt



Supermarket Pharmacy

# Grocery Clerk

## Full-time

**Purpose:** The Grocery Clerk is responsible for stocking, rotating, and maintaining shelves and displays in the grocery department in a careful, clean, neat and expedient manner. This person has direct contact with customers, so the grocery clerk must have excellent customer service skills. This person is responsible for ensuring that merchandise is fresh, rotated and well stocked including a neat and organized back stock area. The Grocery Clerk, when necessary, will also be required to assist in receiving and at point-of-sale activities as well as other duties as assigned by the grocery manager, floor managers, or the general manager.

**Status:** Reports to the Grocery Manager  
Hours/wk: Full-time

### **Responsibilities:**

#### **Grocery Floor**

- Ensure that all items are in their proper places.
- Know where everything is located
- Make certain that stock is properly rotated to maintain freshness
- Deal with damaged packaging according to store policy
- Clean up any accidents or spills immediately.
- Greet all customers and provide them with prompt and courteous service.
- Assist customers in retrieving items from inaccessible areas or in locating items on the store floor.
- Face all products in assigned sections in accordance to store policy prior to leaving at the end of scheduled shift.
- Order merchandise as needed or instructed to by supervisor.
- Assist in building store displays for maximum sales and turnover.
- Observe security standards by staying alert and aware of customer actions and behavior. Report any suspicious activity to the manager.

#### **Backstock**

- Keep any backstock rotated and organized
- Arrange backstock in order to know what is on hand at any time
- If there is short dated backstock, ensure that it is put out on the shelves.
- Keep your supervisor informed of understocked or overstocked items.

#### **Receiving**

- When receiving merchandise make certain that it is in good condition and everything is accounted for before signing the delivery ticket

- If merchandise is damaged or missing take proper steps to get credit or refuse the merchandise.
- Stock or store merchandise as soon as possible especially when dealing with perishables.
- Observe what goes on when receiving merchandise. Watch for suspicious behavior.
- Ensure that all doors are secured when they are supposed to be.

### **General**

- Observe all store rules and policies
- Maintain a neat, well-groomed personal appearance at all times and observe store dress regulations
- Observe and adhere to shift operating hours at all times as scheduled by the grocery manager.
- Immediately notify supervisor or store management in the event of being tardy or absent.
- Comply with all safety policies and procedures.
- Perform other duties as assigned by management

### **Qualifications:**

- High school diploma or equivalent.
- Cheerful demeanor and ability to provide excellent customer service.
- Experience in grocery stocking
- Must have the physical ability to walk and stand for extended periods of time, bend and stoop to grasp objects, frequently push and pull fully stocked pallets, frequently lift up to 40 lbs.
- Capable of following verbal directions
- Able to communicate adequately in English
- Desire & ability to work cooperatively with management & staff to achieve department & store goals.

### **Benefits:**

- Healthcare coverage
- Dental coverage option
- Paid vacation
- Paid holidays
- Profit sharing bonus plan
- Employee discount on purchases
- Retirement plan
- Life & disability insurance

### **Pay:**

- Competitive Salary based on experience, knowledge & qualifications.