

Summer Combo Clerk Job Duties

ESSENTIAL JOB FUNCTIONS

- Provide high-quality customer service in accordance with our Company's customer service standards and policies and procedures.
- Greet customers and provide friendly, courteous and efficient customer checkout service.
- Handle groceries of varying weights.
- Maintain cleanliness of bakery area of the store. Includes cleaning display cases, work surfaces, and preparing and straightening up bakery display areas.
- Scanning merchandise by lifting and sliding products across the scanner. Scanning products may require turning the product so that the bar code is facing the scanner.
- Remove items from top and bottom of grocery cart when needed to assist customers
- Enter produce and other codes into the register
- Prepare hot and cold food and display in deli cases for sale to customer.
- Inform customers about our deli products and services, provide food samples, and promote sales within department.
- Prepare deli fruit or seasonal trays for display or special order.
- Use scales and volume measures to apportion product correctly.
- Request price checks, as needed.
- Weigh produce or other products by placing them on the scale built into the counter.
- Operate electronic scanning cash register to total customers' final bill.
- Learn and remember produce and other codes which must be entered manually
- Receive payment for customer purchases and count back correct change when cash purchase is made.
- Learn and follow all applicable company policies and procedures regarding discounts, coupons, refunds, cash-handling, employee purchase and all other transactions handled at the register
- Bag groceries, ensuring contents are not damaged.
- Take bakery orders over telephone or in person.
- Prepare hot and cold deli food and display in deli cases for sale to customer.
- Inform customers about our deli/bakery/produce products and services, provide food samples, and promote sales within department.
- Prepare deli fruit or seasonal trays for display or special order.
- Maintain a clean and safe work area including check stand area (belt and glass) as well as straightening up end cap display areas near check stand.
- Inventory stock, restock, move bulk product from pallets to storage areas, and face shelves of deli cases on sales floor.
- Use scales and volume measures to apportion product correctly.
- Maintain area and conduct business in accordance with all federal, state and local weights and measures, food safety and sanitation regulations and company policies, procedures and guidelines
- Count and reconcile cash and coupons in cash register drawer at beginning and end of every shift.
- Replace stock in display areas near checkout area as needed
- Adhere to uniform and grooming policy as defined within company policy.