



Clerk/Cashier

KEY JOB INFORMATION

Job Title:	Clerk/Cashier	Department:	Food
Local Co-op:	Interlake	Function <i>(*TIS Retail Only):</i>	Food
Location:	Arborg	Reports to:	Department Manager/Supervisor
Local Co-op Revenue:	27 000 000	Job Classification <i>(Career Stream):</i>	Low stream
Revenue/Sales Volume (If Applicable):		Classification Level:	TBD (Non-Mgmt)
Safety Sensitive:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Retail Salary Band:	\$13.50-\$17.50/hour

ROLE OVERVIEW

Responsible to provide an exceptional level of customer service and maintain a safe and efficient operation while adhering to all company policies, procedures, and standards, including meeting established productivity standards. This includes handling and recording transactions through the point of sale terminal, processing and packaging customer purchases, organizing, cleaning, and stocking merchandise, preparing daily cash reconciliations, completing general housekeeping duties, assisting and helping lead team members when necessary, and any other duties as assigned. Assist with general merchandising and daily operations of the department and the care and safe use of any tools or equipment required. This includes processing daily payables, operating the Point of Sale system.

KEY RESPONSIBILITIES

TIME SPENT (%)

Responsible to provide information, assistance, and exceptional customer service to all customers. Assist with deliveries/special orders. This includes responding to general inquiries regarding store promotions, bulletins, and updates.	40
Inspect received goods to ensure the quality and completeness of the order, and when required order and receive products. Maintain shelf and display stock and organize all goods intended for sale to meet established standards. Update and maintain an accurate and proper markdown report. Handles and records transactions through the point of sale terminal and assist with daily cash reconciliations. Accurately and efficiently process and package all customer purchases to meet established standards. Respond to general customer inquiries and be familiar with in store promotions, bulletins, and updates. Assist with opening/closing, merchandising, marketing, administration duties.	40
Performs general housekeeping duties (spills, display fixtures, washrooms, etc.) to ensure all areas of responsibility are safe, organized, clean, and tidy. Responsible for keeping the sales floor and back stock area clean and tidy of debris including the disposal of garbage. Assist with regular clean up duties to ensure an efficient, safe, and clean location is maintained. Ensure all tools and equipment/assets required to complete assigned duties are well maintained and safe to use. Report any concerns to the team leader for review before use. All safety checklists to be completed.	15
Other duties as assigned.	5



LEADERSHIP

Direct Reports	None
Indirect Reports <i>(positions reporting to this role through the direct reports above)</i>	None
Guiding Others	Supporting new team members, assisting with opening/closing duties of the department and team in the absence of the department manager, supervisor, senior clerk.

QUALIFICATIONS

Education	No education required.
Related Experience	Some experience in customer service is preferred but not necessary.
Other Requirements <i>(designations, certifications, specialized training)</i>	Requirements may vary by commodity.

To Apply: Please send resumes to Jeff Pearce: foodstoremgr@interlakecoop.com