



POSITION DESCRIPTION: Store Clerk

Job Title: Store Clerk	DOT #290.477-018
Location: Varies, depending on assigned store	
Work Hours: Shifts may vary; 8 hour shifts, subject to extended hours on occasion; weekends, nights as assigned; no guaranteed minimum hours.	
Job Summary	
<ul style="list-style-type: none"> • Cash register operation, light bookkeeping (i.e., paper transactions, reconciling till, etc.). • Customer services, bagging groceries, responding to customer inquiries. • Cleaning of shelves, floors, food preparation areas, machinery, parking lot, emptying garbage, etc. • Stocking and pricing freight on shelves as well as “fronting” and rearranging shelves. • Stocking and pricing cooler items; bagging 10 lb. bags of ice. • Food service, including preparation of minimally heated fast foods, making coffee, etc. • Bottle sorting, filling pop machines with ice; breaking down cardboard boxes. 	
Qualifications	
<ul style="list-style-type: none"> • Must be 18 years of age. • Must have food handlers permit. • Must know basic arithmetic; capable of making change verifying age of customer. • Must pass drug test. • Must speak/read/write English. 	
Essential Functional Requirements	
(Constantly = Over 2/3 Time, Frequently = 1/3-2/3 Time, Occasionally = Under 1/3 Time, Infrequently = <5% Time)	
Physical: <ul style="list-style-type: none"> • Standing/Walking: Constantly/continuously, throughout workshift on concrete/tile surfaces, with allotted breaks. Distance varies depending on assignment, typically 1-2 miles per shift. Fatigue mats are placed at all cash register areas. • Sitting: Normally no sitting, except during allotted breaks. Sitting required during weekend shifts while performing manager’s bookkeeping duties (approximately ½ to 1 hour). • Lift/Carry: Constantly, 1-10 lbs.; grocery items, supplies. Occasionally, 11-35 lbs.; ice buckets, water buckets, food and beverage cases. Carrying limited to 1-30 feet. Infrequent rearranging of 43-53 lb. syrup boxes for pop machines. • Push/Pull: Frequently, using both hands/arms, exerting approximately 15-20 lbs. force; moving pop barrels on wheels. Infrequently, approximately 35-50 lbs. force; freestanding displays and stacked crates of milk/beverages, sliding on floor (in 6 stores only). • Climbing: Occasionally, with 1-3 foot step ladder to dump ice into pop machine, stock shelves, retrieve supplies, etc. • Bending/Twisting: Frequent bending at waist/knees/neck while stocking shelves, cleaning, mopping, sweeping. Twisting occurs frequently when operating cash register, in order to respond to numerous customers simultaneously. • Kneeling/Crouching: Frequently, throughout shift; stocking shelves and performing cleaning activities. • Hands/Arms: Constant use of both hands and arms in reaching/handling/grasping/fingering while cashiering, bagging, stocking, cleaning, etc.; overhead reaching required occasionally to retrieve cigarettes, supplies from upper shelves. At drive-up locations, clerk performs extended reaching and lifting 10-15 lbs. while handing items from window to vehicle. • Sight: Constantly; near and mid-range vision. • Speech/Hearing: Constant interpersonal communication with customers and coworkers. Mental: <ul style="list-style-type: none"> • Attention to detail while making change and completing required reports. • Good interpersonal communications skills with coworkers and customers. • Good organizational skills and neatness. • Ability to maintain positive customer relations under busy conditions and/or when subject to customer demands. • Ability to work independently and follow through on tasks as assigned, and adhere to established guidelines and policies. • Ability to perform multiple tasks concurrently, subject to frequent interruptions; can be fast-paced. 	
Work Conditions	
<ul style="list-style-type: none"> • Location: Work primarily performed indoors with no extremes of heat or cold. • Hazards: Exposure to slippery surfaces, knife cuts, occasional exposure to burns, and auto exhaust fumes (auto exhaust in 3 drive-up locations only). • Tools/Equipment: Knives, cash register, hand truck, crates, mop, bucket, cleaning tools, computer, 10-key calculator. 	