Haddad's West Peoria Market
Job Description

Job Title: Retail Stock Clerk
Department: Grocery
Reports To: Mark Wrhel, Ann White or Department Manager on duty.

Summary Inventories, prices, and restocks merchandise displays in retail store. Sack or package customers' purchases for carry out to their vehicle.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Wait on customers in a timely manner.

Answer questions regarding food or service.

Examine merchandise to identify items to be replenished.

Receives, opens, and unpacks cartons or crates of merchandise and readies items for retail sale.

Ensures all stock in the backroom is worked thoroughly and placed in the correct place; on the shelf and in the backrooms.

The store is to be faced, two deep with labels facing forward.

Stamp, attach, or changes price tags on merchandise, referring to price list.

Stocks storage areas and displays with new or transferred merchandise.

Sets up advertising signs and displays merchandise on shelves, counters, or tables to attract customers and promote sales.

Clean display cases, shelves, and aisles.

Sweep and spot mop the floor nightly.

Empty trash cans in store nightly.

Packs and transports customer purchases in bags or cartons to specified vehicle for customer.

Maintain a clean work environment.

I have read the preceding documents and fully understand what is expected of me. Failure to comply with these duties can be grounds for dismissal from my job; after a period of probation and or oral/written warnings of no more than 5 and no less than 3.

Employee: _X_____ Date:_____