



CO-OP MARKET GROCERY & DELI  
526 Gaffney Road  
Fairbanks, Alaska 99701  
(907) 457-1023  
[www.coopmarket.org](http://www.coopmarket.org)

**Position: Produce Clerk**  
**Reports to: Produce Manager**

**FLSA Status:**

Non Exempt

**Position Summary**

The Produce Clerk will work closely with the Produce Manager to provide top quality produce and friendly, upbeat customer service to all member-owners and customers while running an efficient, safe and fun produce department.

**Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**Responsibilities**

**Customer Service**

- Provide prompt, friendly customer service to our owner-members
- Promote products with samples and serving suggestions

**Merchandising**

- Work with the Manager to ensure excellent produce presentation, department cleanliness, creation of seasonal displays and maintaining accurate signage.
- Keep displays as full as possible to give feeling of abundance.
- Stay up to date on seasonal and new products.

**Department Maintenance**

- Understand proper handling, storage, rotation and produce culling techniques
- Assist with receiving and unloading of produce and goods
- Ensure accuracy of all department labels and signs

**Other Responsibilities**

- Increase knowledge of local, organic, and conventional produce and produce industry
- Assist with monthly inventories when necessary



CO-OP MARKET GROCERY & DELI

526 Gaffney Road

Fairbanks, Alaska 99701

(907) 457-1023

[www.coopmarket.org](http://www.coopmarket.org)

- Perform any other tasks assigned by the produce manager

### **Qualifications**

- Food workers card
- At least one year of experience in retail produce
- Knowledge of organic and commercial growing practices, and organic certification

regulations

- Organized, consistently follows through on commitments
- Communications skills—gives clear directions, listens well
- Dedication to ensuring the customer has the best possible experience
- Ability to stand for long periods, ability to exert force, push, pull, lift to 20 lbs.
- Regular, predictable attendance
- knowledge of produce identification, storage, use, and preparation
- Ability to manage multiple demands and meet deadlines
- Ability to work independently and motivate self and others
- Ability to handle stressful situations in a calm, effective manner

### **Work Environment:**

Grocery Store, cool and warm areas in various departments

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.