



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

**Position: Grocery Clerk**

**Reports to:** Grocery  
Manager

**FLSA Status:**

Non-Exempt

**Position Summary**

The Grocery Clerk works with the entire store team to give friendly, upbeat customer service while stocking and maintaining the grocery aisles, freezers, and chilled cases.

**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**

**Department Maintenance**

- Models a high work pace throughout the day.
- Ensure that grocery department shelves, displays, aisles, storage areas and department systems maintained, accurate and in clean orderly condition always.
- Ensures that all products have shelf tags with minimum of once weekly shelf tag check.
- Participate in Co-op quarterly inventory.
- Performs other tasks assigned by Grocery Manager or Lead Receiver.

**Customer Service**

- Maintains a pleasant helpful relationship with customers and co-workers.
- Know store layout and be aware of products in all departments.
- Organizes tasks efficiently, maintains focus and stays productive.
- Maintains safe work environment according to all department procedures, federal and state regulations.



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### **Qualifications**

- Previous retail merchandising and stocking experience
- Organized, consistently follows through on commitments.
- Strong communication skills –listens well, gives clear instructions.
- Familiarity with POS systems
- Ability to handle multiple demands.
- Regular predictable attendance
- Ability to exert force, push, pull, lift to 50+ lbs.
- Ability to stand for long periods.
- Ability to handle stressful situations in a calm, effective manner.
- Dedication to ensuring the customer has the best possible experience.

### **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.