



PRODUCE CLERK

We are focused on developing a company that will be a positive influence on our employees and community. A place where we work well as a team to provide amazing customer service and to achieve personal and business goals. We are looking for energetic, skilled, and motivated individuals to join us on this journey.

Salary and Benefits:	~ \$17/hour with extended benefits package (i.e., health, dental and retirement) for permanent full and part-time employees
Hiring Plan:	1 full-time supervisor and 2 part-time

As a direct point of contact with customers, the Clerk plays an important role in leaving a long-lasting positive impression. In addition to stocking, displaying, and managing inventory, the Cashier provides friendly, courteous, and helpful customer service and works to resolve any issues promptly and professionally. The Clerk must be prepared to think, learn, and contribute all while consistently following applicable policies, procedures, and regulations, and modeling the store's vision and goals.

Responsibilities include and are not limited to the following:

- Merchandize area, and stock shelves and display areas and keep stock clean and in order
- Fill orders for customers or for shipment or delivery to customers
- Unpack products received by store and count, weigh, or sort items
- Use equipment to record incoming stock, verify pricing and maintain computerized stock inventory
- Direct customers to location of articles sought and/or obtain articles for customers
- Clean and maintain equipment. Sweep aisles, dust display racks and perform other general cleaning duties
- Greet customers, provide customer service, and resolve any issues

Required Qualifications:

- Some High School, General Education Development, or equivalent
- Basic math and outstanding interpersonal and communication skills
- See "nature and scope" at www.visionquestbc.ca/project/ttes/

Preferred Qualifications:

- Prior retail
- Ability to handle multiple demands, stay focused during repetitive tasks, and work under pressure.
- Ability to learn quickly and work in a safe, responsible manner independently.
- Friendly and engaging personality. High levels of patience and tact to deal with angry customers or difficult situations.
- Strong listening skills to receive and understand direction from supervisors and when interacting with customers.
- Ability to work as part of a team