



Job Title: Lead Bulk Clerk

Dept: Bulk/Bakery

Accountability: Bulk Department Team Leader

Job Summary: Meet the needs of customers by providing prompt, knowledgeable, courteous service. Work in conjunction with the DTL in maintaining consistency of standards of procedures and policies, productivity, departmental training, quality, cleaning and maintenance of facility and equipment. Order/purchase product, marketing, merchandising, pricing, signage and research new products as assigned. Work within the department mark-up strategy to maintain budgeted margin. Follow the prescribed opening, closing and stocking in accordance with department procedures. Perform job in accordance with La Montanita's policies, regulation, safety and sanitation procedures and Health Department regulations. Keep informed about membership issues and promote membership whenever possible. Participate in inventories and attend staff meetings as required. Other duties as assigned.

INTERACTIONS

External: Daily contact with members and customers
Daily contact with vendors
Internal: Daily contact with DTL
Daily contact with fellow staff members

REQUIREMENTS (KSAs)

- Ability to identify problems in the department
- Ability to solve or bring forth problems directly to DTL
- A positive attitude and willingness to learn
- Good customer service skills
- Good communication skills
- Ability to cooperate as a team member
- Dependability, responsibility, honesty, and integrity
- Ability to stand for the majority of the work shift
- Ability to follow verbal and/or written instructions
- Ability to lift 50 pounds
- Ability to prioritize and work with minimal supervision

Staff Member Signature

Date