



Job Title: Lead Cheese Clerk

Dept: Meat/Cheese

Accountability: Meat/Cheese Department Team Leader

Job Summary: Select, price, and promote products. Strategize to meet margin goals. Negotiate prices and delivery of purchases with vendors. Meet the needs of customers by providing prompt, knowledgeable, courteous service. Daily cutting, wrapping and stocking. Maintain a clean and attractive cheese case display. Follow the prescribed opening, closing and stocking procedures. Assist in stocking and maintaining products in Cheese case. Assist in planning for the holidays and coordinating promotions. Perform job in accordance with La Montanita's policies, regulations & safety procedures, and Health Department regulations. Attend required staff meetings, and inventories. Keep informed about membership issues and promote membership whenever possible. Other duties as assigned.

INTERACTION

External: Daily contact with members and customers
Daily contact with vendors

Internal: Daily contact with fellow staff members

REQUIREMENTS

- Purchasing experience
- A positive attitude and willingness to learn
- Ability to lift 50 pounds
- Ability to stand for the majority of the work shift
- Knowledge of or interest in learning about natural foods
- Ability to follow verbal and written instructions
- Willingness to work as a team player
- Basic math skills
- Dependability, responsibility, honesty, and integrity
- Basic communication skills

Staff Member Signature

Date