



**Job Title:** Clerk

**Dept:** Dairy/Frozen

**Accountability:** Dairy/Frozen Department Team Leader

**Job Summary:** Meet the needs of customers by providing prompt, knowledgeable, courteous service. Maintain clean and attractive displays. Follow the prescribed opening, closing and stocking procedures. Receive, price, stock, and rotate grocery items in accordance with department procedures. Order product lines as assigned. Perform job in accordance with La Montanita's policies, regulations, 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.

#### INTERACTION

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

Internal:            Daily contact with fellow staff members

#### REQUIREMENTS

- A positive attitude and willingness to learn
- Past customer service helpful but not necessary
- 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
- Dependability, responsibility, honesty, and integrity
- Basic math skills
- Basic communication skills
- Other duties as assigned

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**Staff Member Signature**

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**Date**