

Job Description



Job Title: Wellness Clerk

Dept: Wellness

Accountability: Wellness Department Team Leader

Job Summary: Meet the needs of customers by providing prompt, knowledgeable, courteous service, Maintain a clean and attractive department & displays. Follow the prescribed opening, closing and stocking procedures. Receive, price, display and rotate product 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. 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 staff members

REQUIREMENTS

- Knowledge of or interest in learning about natural products, vitamins, supplements, herbs and skin care
- Willingness to participate in ongoing educational training programs
- Ability to complete Bastyr College NATURAL FOODS EDUCATION PROGRAM within trial period
- Ability to lift 50 pounds
- Ability to stand for the majority of the work shift
- Ability to follow verbal and/or written instructions
- Basic math skills
- Good communication skills
- Other duties as assigned
- Past customer service helpful

Staff Member Signature

Date