

# Job Description



**Job Title:** Lead Clerk

**Dept:** Meat

**Accountability:** Meat/Cheese Department Team Leader

**Job Summary:** Under direct supervision of meat/cheese DTL, use good judgment and common sense to ensure successful functioning of department. Receive, cut and wrap, prepare stock, merchandise and rotate product. Keep department clean. Provide customers with assistance in identifying and selecting products and provide information on preparation and nutritional content. Order product as required. Contribute to team-building. 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  
Weekly contact with vendors

Internal: Daily contact with fellow staff members

## REQUIREMENTS

- Previous meat cutting experience
- Ability to stand for entire shift
- Ability to lift 100 pounds
- Ability to follow instructions
- Reliability in reporting for shifts
- Ability to work efficiently and follow through
- Ability to learn and follow department routines and practices
- Ability to communicate directly, objectively, and respectfully
- Ability to function as part of a team
- Desire to develop knowledge about the products on an on-going basis

---

**Staff Member Signature**

---

**Date**