



**Job Title:** Lead Produce Clerk  
**Dept:** Produce  
**Accountability:** Produce Department Team Leader

**Job Summary:** Meet the needs of customers by providing prompt, knowledgeable, courteous service. Work in conjunction with the DTL and ADTL 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. Responsible for assisting in planning for purchasers' and department meetings. Follow the prescribed opening, closing and stocking procedures. Receive, prepare, stock, merchandise and rotate produce 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.

### INTERACTION

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

**Internal:** Daily contact with DTL/ADTL  
Daily contact with team members  
Daily contact with fellow staff member

### REQUIREMENTS

- One year professional produce experience, preferably with natural foods
- Ability to identify problems in his/her department.
- Ability to solve or bring forth problems directly to DTL/ADTL.
- 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.
- Prioritize and work with minimal supervision.

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**Staff Member Signature**

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**Date**