

**Saver Group, Inc.**  
**Job Description – MEAT CLERK**

**Reports to:** Meat Manager

**Hourly Position**

**Note:** This document describes the major responsibilities of the Saver Group Meat Cutter. Management reserves the right to assign other duties as required to insure efficient store operations.

**General Qualifications:**

- Customer service orientation, friendly personality.
- Experience in wrapping meat, grinding hamburger, working up chicken, working lunch meat.
- Strong work ethic.
- Ability to self-start to complete work requirements.
- Ability to get to work at assigned starting times & complete assigned shifts.
- Desire to develop skills and grow in the job.

**Essential Functions/Job Responsibilities:**

- Customer Service – Meet customer needs with a smiling face and remember that the customer always comes first. Always make our customers know that they are important and special to us. Handle all customer questions and concerns.
- General Responsibilities – Assist the Meat Manager in operating the meat department according to Saver Group, Inc. policies.
  - ✓ Meat Clerks are expected to adhere to the Saver Group dress code.
  - ✓ Meat Clerks are expected to adhere to all Saver Group company policies.
  - ✓ Work to build and maintain a strong working relationship with Save A Lot corporate personnel.
- Meat Department Responsibilities (Daily):
  - ✓ Turn on all case lights and check for out-of-stocks.
  - ✓ Pull any distressed meat from fresh meat case and dispose of properly (mark down, reduce or trash).
  - ✓ Restock any out-of-stocks with fresh meat having priority.
  - ✓ Fill fresh meat case, lunchmeat and frozen meat as needed. Properly rotate fresh meat case and fresh meat cooler. Insure that proper rotation is being followed in cases as well as coolers and freezers.
  - ✓ Check all cases, coolers and freezers for proper refrigeration.
  - ✓ Check and monitor all price tags and signs.

Meat Clerk

Effective, November, 2006

- ✓ Insure that proper cleaning procedures are being followed at all times.

**Environmental Conditions/Physical Requirements**

- Lift product boxes and equipment up to 45 lbs. (Required)
- Carry product to sales floor. (Required)
- Extremely busy periods accompanied by slow periods; meat department employees are expected to be working at all times.
- May be required to be on one's feet for extended periods of time.
- Regular work in both coolers and freezers; temperature extremes in working environment.
- Continuous cleaning of cutting room required.

**Acknowledgement:**

I have read and understand the description of the Meat Clerk position in Saver Group, Inc. I understand that these essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the store manager or meat manager. Management may assign other duties as needed for efficient store operations. I am able and agree to perform the essential functions/responsibilities as outlined in the description.

Signed:

Date:

Witness:

**Acknowledgement of Confidentiality Provision:**

I understand that Saver Group, Inc. has agreed to protect the confidentiality of all confidential, proprietary or trade secret information concerning the Save-A-Lot Program. As an employee of Saver Group, I agree not to disclose any confidential, proprietary information or trade secret information with respect to the Save-A-Lot program to any third party. Confidential information may include, without limitation, procedures, operations and data used in the Program, know how, practices, methods of promotion, advertising and production, pricing and product information, forms, layout/design information, manuals, computer software and other technical information.

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Signature, Applicant/Employee

\_\_\_\_\_  
Date

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Witness, Saver Group, Inc.