

Produce Clerk,
Effective, November, 2006

Saver Group, Inc.
Job Description – PRODUCE CLERK

Reports to: Produce Supervisor

Hourly Position

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

General Qualifications:

- Experience in produce is helpful but not required.
- Experience in ordering and merchandising product is desired.
- Customer service orientation, friendly personality.
- Excellent communication skills; willingness to teach employees.
- Strong work ethic.
- Ability to self start and complete work assignments
- Desire to grow in the job/ with the company.
- Acknowledge all non-smoking areas in the store – smoke only in designated areas.
- Flexible in work schedule; may vary week to week.

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
- Insure freshness and quality through rotation of product throughout the department.
- Assist in training new personnel.
- Complete tasks as assigned by and produce manager.
- Inventory product on hand and generate orders per delivery schedule.
- Assist manager in maintaining prices as set forth by the produce manager; Prices should be verified from computer printout to signage weekly.
- Set up and maintain all displays.
- Follow all store requirements when checking in vendors.
- Wear rubber gloves and hats in areas required by Health Department.
- Maintain Daily Temperature Log for coolers and sales floor cases. Post daily outside coolers.
- Insure that following activity list is completed each day:

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General Activities:

- ✓ Check temperature of refrigerated case and walk-in cooler.
- ✓ Cull the produce sales area as needed. Rework culls and document loss on shrink chart.
- ✓ Identify out of stock items and fill the primary out-of-stock items first. (Primary items: bananas, potatoes, bagged onions, lettuce, salad, tomatoes, cabbage.)
- ✓ Fill the secondary out of stock items.
- ✓ Fill the Special Promotion displays (Example: Special strawberry display, promotional apples, and promotional oranges.)
- ✓ Start at the beginning of the refrigerated case and complete filling of the rack using 100% rotation.
- ✓ Fill table displays with 100% rotation.
- ✓ Fill potato and onions displays using proper rotation.
- ✓ Reduce sub-standard product enough to sell the product the day of reduction.
- ✓ Process enough packaged product to last until close unless your store utilizes an evening produce clerk.
- ✓ Refill and straighten department a minimum of every 2 hours.
- ✓ Communicate to the evening Store Manager a list of items processed and ready for fill. If you have an evening produce clerk leave a to do list to work from.
- ✓ Clean prep station and sinks at the end of the day.
- ✓ Sweep and mop the prep area floor at the end of the day.

Receiving Deliveries:

- ✓ Check the load against the invoice for proper billing.
- ✓ Report overages and shortages to the Store Manager.
- ✓ Inspect product for quality and condition. If you identify product that is not acceptable, report the problem with a completed credit request to the store manager.
- ✓ Put load away in designated storage areas, maintaining proper rotation of the product.
- ✓ Code date all product on the end of each box with the delivery date to assist in proper rotation.
- ✓ Make price changes as directed.
- ✓ Conduct monthly inventory.
- ✓ Wipe down front of refrigerated case and tables.
- ✓ Make weekly signs.
- ✓ Inventory backstock before placing order.
- ✓ Clean mirrors weekly.
- ✓ Wash cooler walls quarterly.
- ✓ Scrub backroom floor – weekly.
- ✓ Clean refrigeration cases – monthly.
- ✓ Clean day tables – monthly or as needed.

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Environmental Conditions/Physical Requirements:

- ✓ Lift boxes and equipment up to 60 lbs.
- ✓ May be required to be on one's feet for extended periods of time.
- ✓ Exposure to outside weather conditions.
- ✓ Stocking required on the sales floor.
- ✓ Position includes both busy periods of work and slow periods; produce workers are expected to stay busy at all times.

Acknowledgement:

I have read and understand the description of the Produce 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 Produce Manager. Management may assign other duties as needed for efficient store operations. I am able and agree to perform the essential functions and responsibilities as outlined in the job description.

Signature, Applicant/Employee

Date

Witness, Saver Group, Inc.

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.

Signature, Applicant/Employee

Date

Witness, Saver Group, Inc.