

Produce Clerk,  
Effective, November, 2010

**Saver Tarheel, LLC.**  
**Job Description – PRODUCE CLERK**

**Reports to:**   **Store Manager**  
                  **Produce Manager**

**Hourly Position**

**Note:** This document describes the major responsibilities of the Saver Tarheel 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.
- 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:
  - 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.

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- ✓ 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 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.

**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 Tarheel, LLC. 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

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Witness, Saver Tarheel, LLC.      Date