

Gardiner Food Co-op

Title: Co-op Clerk Job Description

Status: Part time hourly (12-18 hours/week)

Hourly Rate: \$11/hr

Reports to: the General Manager (GM)

Anticipated Schedule: Tues, Thurs, Fri 3:00 - 7:30, and occasional weekend shifts

Summary:

The Gardiner Food Co-op is seeking a vibrant community-oriented, highly motivated and experienced individual to be a Co-op Clerk. The Co-op is member-owned and open to the public. We offer a wide selection of high quality and fairly priced local, organic, and natural foods and household products. We are dedicated to supporting local farmers and producers while also serving our community and building the local economy.

We are looking for the right candidate and the position is open until filled.

General Responsibilities

- Provide excellent customer service by actively engaging customers throughout the storefront and create a welcoming and inclusive atmosphere
- Provide excellent internal service to peers, departmental staff, and senior management
- Be knowledgeable about products and their location in the store
- Participate in the day-to-day operations as needed
- Be attentive to store cleanliness in all areas
- Attend and participate in all meetings as required
- Be familiar with and follow all Co-op policies and protocols
- Establish appropriate priorities; manage and use time well
- Learn and adapt to new procedures and tasks
- Assisting management with daily tasks as needed
- Promote and empower continuous quality improvement

Specific Responsibilities

- Receiving product from vendors
- Checking product dates, quality, and quantity as they are delivered
- Applying proper PLU stickers, product barcodes, or price stickers as needed
- Stock paper goods and coffee supplies daily
- Assist customers in checking out at the register
- Package large volumes of produce or bulk products for sale

Qualifications

This position requires prior experience with customer service and being part of a dynamic and flexible team. Experience in Natural Foods, Cooperatives, or food service is an asset. We would like to add someone who is already familiar with and frequently visits the Co-op. Other qualifications include:

- Ability to multi-task while maintaining high level of accuracy
- Ability to learn and work quickly, prioritize effectively, and demonstrate good judgment
- Ability to create an attractive, welcoming, and efficient shopping environment
- Excellent customer service skills; friendly and outgoing demeanor
- Ability to work closely and cooperatively with others
- Ability to work a flexible schedule to meet the needs of the business; evenings, some holidays, and weekend shifts required in addition to availability for special events downtown
- Ability to lift up to 30lbs daily, occasionally 50lbs
- Ability to stand for long periods and to bend and twist repeatedly
- Experience or general interest in cooking is preferred
- **Must be 21 years of age**

To Apply:

Please send a cover letter and resume to Shawn Menard, General Manager at info@gardinerfood.coop. Please include detailed availability. Open until filled.

Anticipated Schedule: Tues, Thurs, Fri 3:00PM - 7:30PM, and occasional weekend shifts