



JOB DESCRIPTION

LEAD PRODUCE CLERK

REPORTS TO: Store Operator

JOB FUNCTION: Assist in supervising all functions and activities of the Produce Department to achieve the sales and profit goals established for the department.

QUALIFICATIONS AND REQUIREMENTS:

1. Minimum of two years' produce experience.
2. Supervisory experience preferred.
3. Certified by the National Restaurant Association in Serv Safe.

DUTIES AND RESPONSIBILITIES:

1. Observe all store rules and company policies.
2. Maintain a neat, well-groomed personal appearance at all times and observe company dress regulations.
3. Greet all customers and provide them with prompt and courteous service.
4. Observe shift-operating hours at all times as scheduled by store operators.
5. Ensure compliance with all state, county, local, and federal regulations and laws and labeling requirements.
6. Must be thoroughly familiar with all products carried in the department. Fully knowledgeable in the differences (e.g., price, taste, preparation, or use) between the many varieties and types of produce in every family group (e.g., apples, squashes, etc.).
7. Provide input into the department-merchandising plan with the program director and store management.
8. Able to fully and efficiently perform all of the duties and job functions of each position in the Produce Department.
9. Follow approved procedures for receiving product, price marking, and stocking cases to ensure quality protection, public image, accuracy, and product rotation.
10. Control ordering procedures to ensure that the department complies with company guidelines for inventory maintenance to minimize out-of-stocks and overstocks and to maximize sales and turnover.
11. Support and participate in all developmental center activities.
12. Responsible for maintaining and forwarding all department-related reports and documents to management as requested according to company policies and procedures.
13. Responsible for price audits to ensure that all merchandise is correctly priced as listed in the store's pricing guide.
14. Assist in controlling department expenses as directed by store management.
15. Assist in scheduling and training of department personnel as directed by store operator. Provide input for evaluations.



JOB DESCRIPTION

Job Description

Produce Department Lead Clerk

Page 2

16. Maintain and oversee housekeeping and sanitation program in compliance with store policy and state and local health regulations.
17. Handle damaged and spoiled products according to company policy and control the level of damaged goods.
18. Comply with safety policies and procedures and ensure that all department personnel do the same.
19. Maintain positive communications in the store and throughout the organization.
20. Able to read, write, hear, and speak.
21. Able to calculate figures and amounts such as discounts and gross margins and to apply basic concepts of algebra.
22. Able to occasionally lift or exert up to 50 pounds and able to lift moderate amounts frequently.
23. Able to work in refrigerated coolers and high moisture content preparation areas for extended periods of time.
24. Able to work in an environment with fresh fruits, vegetables, house plants, and flowers without negative allergic consequences that adversely affect performance.
25. Perform other duties and assignments as directed by management.

Employee Signature

Date