



# JOB DESCRIPTION

## PRODUCE CLERK

**REPORTS TO:** Produce Department Manager

**JOB FUNCTION:** Maintain and operate the Produce Department including the trimming and preparation of produce merchandise according to company and department standards. Assist department manager in directing and supervising other produce department personnel.

### DUTIES AND RESPONSIBILITIES:

1. Greet all customers and provide them with prompt and courteous service.
2. Observe all store rules and company policies.
3. Maintain a neat, well-groomed personal appearance at all times and observe company dress regulations.
4. Observe shift-operating hours at all times as scheduled or assigned by management.
5. Responsible for performing all of the duties and job functions of an experienced produce clerk in an efficient and competent manner.
6. Be thoroughly familiar with all products carried in the department including being knowledgeable in the difference between the varieties and types of products in different produce families.
7. Follow approved procedures for receiving product, ordering product, maintaining inventory, price marking, and stocking to ensure quality protection, image, accuracy, and product rotation.
8. Assist in controlling department expenses.
9. Comply with all safety policies and procedures and ensure that all department personnel do also.
10. Maintain good communications with management and associates.
11. Maintain general housekeeping and sanitation standards in compliance with store policy and state and local health regulations.
12. Check refrigeration equipment for proper performance regularly.
13. Observe security standards by staying alert and being aware of customer actions and behavior.
14. Assist in directing and supervising other produce department personnel.
15. Able to read, write, hear, and speak.
16. Able to calculate figures and amounts such as discounts and gross margins and to apply basic concepts of algebra.
17. Able to occasionally lift or exert up to 50 pounds and able to lift moderate amounts frequently.
18. Able to work in refrigerated coolers and high moisture content preparation areas for extended periods of time.
19. Able to work in an environment with fresh fruits and vegetables without negative allergic consequences that adversely affect performance.
20. Perform other duties and assignments as directed by management.

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**Employee Signature**

**Date**