



**RANCHO
SAN MIGUEL**
100% EMPLOYEE OWNED MARKETS.

Job Description

Job Title: Combo Clerk/Cashier
Reports To: Front End Manager

Department: Front End
FLSA Status: Non-Exempt

Summary: Operates cash register to itemize and total customer's purchases in grocery, department, or other retail store while providing a friendly and inviting environment for our customers.

Duties and Responsibilities include the following. Other duties may be assigned.

- Respond promptly to customer needs; solicit customer feedback to improve service; respond timely to requests for service and assistance.
- Weigh items, bags (RSM only) merchandise, and redeems WIC card's (complying with all WIC regulations), food stamps (complying with all food stamp regulations) and promotional coupons.
- Comply with the **State of California Department of Alcoholic Beverage Control** regulations and **Bureau of Alcohol Tobacco and Firearms** regulations.
- Use electronic scanner to record price to check out customers' purchases; subtotal taxable items, and total purchases on cash register; collect cash, check, charge and gift certificate/script payment from customer and make change for cash transactions; checks each bill in denominations of \$10 or more for authenticity, informing Person in Charge of any counterfeit bills;
- Know, follow and perform all store-operating procedures, including, but not limited to check cashing policy, currency and change handling procedures; recognize store items by department.
- Recognize produce codes by memory; walk produce section periodically to note any new product.
- Balance cash drawer at the beginning and end of shift; responsible for maintaining and securing the cash drawer throughout shift and all necessary transaction records and currency; maintain a well-organized and clean drawer and check stand area.
- Reports potentially unsafe conditions; report suspicious activities; uses equipment and materials properly.
- Records daily transaction amounts from cash register to balance cash drawer.
- Follow procedures on voids, returns, refunds, gift certificates and coupons.
- Performs related duties as assigned.

Supervisory Responsibilities - None

Qualifications/Requirements:

High school diploma or general education degree (GED) required; One to three months cash handling experience and/or training preferred not required; Previous experience working in a customer service industry preferred not required; have the ability to read, write and speak simple sentences; must have the ability to add, subtract, multiply and divide; have the ability to use units of American money and weight measurement, volume, and distance.



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Job Description

Job Title: General Clerk

Department: Grocery

Reports To: Grocery Manager

FLSA Status: Non-Exempt

Summary Inventories, stores, prices, and restocks merchandise displays in retail store while delivering excellent customer service.

Duties and Responsibilities:

- Provide prompt and friendly service to customers, responding to requests for service and assistance timely, exceeding the customer's expectations.
- May take inventory or examines merchandise to identify items to be reordered or replenished.
- Receives, opens, and unpacks cartons or crates of merchandise, checking invoice against items received; breaking down deliveries and moves to the appropriate location.
- Stocks and cleans shelves, storage areas, frozen and dairy cases; displays with new or transferred merchandise; face shelves throughout the store.
- Cleans display cases and shelves throughout the store; cleans and sweeps aisles and receiving area.
- Maintains back stock in good order.
- Reports potentially unsafe conditions; report suspicious activities; uses equipment and materials properly.
- Assists in organizing and setting up promotional displays and signage.
- Performs related duties as assigned.

Supervisory Responsibilities - None

Qualifications: Must be 18 years of age or older to operate equipment, machinery and/or tools. Has the ability to read, write and speak simple sentences. Previous grocery retail work experience preferred not required.

Physical Demands: Regularly required to stand; required to walk frequently; use hands to finger, handle, or feel frequently; reaches with hands and arms frequently; regularly required to lift up to 10 lbs; lift and/or move up to 25 pounds frequently; lift and/or move up to 50 pounds occasionally; and required to climb or balance and stoop, kneel, crouch, or crawl frequently.

Work Environment: Exposed to moving mechanical parts occasionally. The noise level in the work environment is usually moderate.

Prepared: 9-2006



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Job Description

Job Title: General Clerk (Night/day crew)

Department: Grocery

Reports To: Grocery Manager

FLSA Status: Non-Exempt

Summary Stocks products throughout the store, insuring displays are neat, clean and in accordance with standard practices while delivering excellent customer service.

Duties and Responsibilities:

- Provide prompt and friendly service to customers, responding to requests for service and assistance timely, exceeding the customer's expectations.
- Stocks and cleans shelves, storage areas, frozen and dairy cases; displays with new or transferred merchandise; face shelves throughout the store.
- Uses box knife to cut boxes for display/accessibility of product and to cut shrink-wrap for pallet.
- Operates forklifts, electric jacks, manual jacks, etc. in accordance with established safety procedures.
- Cleans display cases and shelves throughout the store; cleans and sweeps aisles.
- Pulls loose cardboard and debris from floor and sweeps; and removes empty pallets from the sales floor and stores in proper location.
- Reports potentially unsafe conditions; report suspicious activities; uses equipment and materials properly.
- Assists in organizing and setting up promotional displays and signage.
- Performs related duties as assigned.

Supervisory Responsibilities - None

Qualifications: Must be 18 years of age or older to operate equipment, machinery and/or tools. Has the ability to read, write and speak simple sentences. Previous grocery retail work experience preferred not required.

Physical Demands: Regularly required to stand; required to walk frequently; use hands to finger, handle, or feel frequently; reaches with hands and arms frequently; regularly required to lift up to 10 lbs; lift and/or move up to 25 pounds frequently; lift and/or move up to 50 pounds occasionally; and required to climb or balance and stoop, kneel, crouch, or crawl frequently.

Work Environment: Exposed to moving mechanical parts occasionally. The noise level in the work environment is usually moderate.

Prepared: 10-2006