



## **JOB OPENING ANNOUNCEMENT**

**JOB TITLE:** TEMPORARY, PART-TIME COURTESY CLERK  
**DATE POSTED:** 4/4/2018  
**DATE CLOSES:** 4/18/2018  
**DEPARTMENT:** Front End  
**HOURS:** 24-28 hrs/wk; scheduling flexibility required (am/pm) **must be available to work weekends**, other days to be determined  
**STATUS:** Temporary (90 days – 180 days), part-time; Non-exempt.  
Position is not health benefit eligible  
**STARTING WAGE:** Level 1, \$11.50 - \$13.75 (entry level) DOE/DOQ

**Essential Functions/Responsibilities:** Provides excellent customer service including answering customer questions and assisting customers to find products. Bags groceries and transports purchases to customer vehicles; Manages carts and baskets in store and in parking lot; stocks paper products and maintains cleanliness in front end area and bathrooms; Picks customer orders and organizes bags to be ready for pickup.

### **Minimum Requirements**

**Education:** Valid Food Worker Card issued in WA, or acquire within 2 weeks of hire.  
**Experience:** Previous natural foods or grocery experience helpful.  
**Abilities:** Scheduling flexibility. Ability to work a variable schedule, including evenings, weekends and holidays required and essential.

### **Qualifications** (knowledge, skills, abilities):

Ability to communicate effectively and interact with customers in a positive, friendly manner; Ability to work well with others, and to coordinate work with others in Front End Team; Ability to focus on the priority tasks, ability to keep busy during slow periods and ability to handle distractions appropriately; Ability to complete both individual and team work assignments effectively, safely and within established time-frame; Ability to read and understand order sheets, cleaning product instructions and safety data sheets;

**Physical Requirements:** Ability to lift and move up to 25 pounds frequently, and 50 pounds occasionally during an 8 hour shift; Ability to stand, walk, bend, crouch climb and reach during majority of shift, up to 8 hours; Ability to safely use and operate tools and equipment such as brooms, mops dustpans and cleaning products; Ability to work in an outdoor environment regularly.

**Application Procedure:** Complete an employment application. Use the fillable PDF application from our website OR pick up an application at the Member Services Desk of the Co-op. Carefully follow directions. Return completed application to the Member Services Desk at the Co-op, OR email to [hr@foodcoop.coop](mailto:hr@foodcoop.coop), (Questions? Contact Julie Donah at 360-385-2831, ext. 301, or Cara Leckenby at ext. 314).