



Example of Lead Clerk Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a lead clerk. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for lead clerk

- Complies with BLY EH&S policies and guidance regarding material handling techniques, hazardous material storage and shipment
- Other related inventory tasks as directed by the Zone Materials Manager or Warehouse Supervisor/Lead
- Seeks opportunities to welcome, engage, serve and thank customers
- Performs a lead role in customer service using suggestive selling and positive customer contact which may include handling customer complaints, requests, and answering any customer questions
- Orders and receives all seafood products and inspects for quality, quantity and freshness and transfers to clean iced luggers
- Reconciles all invoice pricing totals with the retail pricing guides, the scale files, the case tags and notifies Deli Manager of any discrepancies
- Maintains current product information books and has a complete knowledge of all products available for sale
- Cut all seafood products required for total daily sales of such products
- Plan and implement the seafood sales growth plan with the input of the Deli Manager
- Properly log and control seafood shrinkage within the acceptable percentages as set by supervision

Qualifications for lead clerk

- Assist in the Deli Department when required and after all primary duties have been completed

- Communicates feedback and observations of department employee performance to Deli Department Manager
- Assists department clerks by providing direction and leadership, demonstrating and performing clerk responsibilities and assigned tasks, and answering department employee questions pertaining to seafood
- May fill department racks/shelves, displays, coolers, handle and use cleaning materials, department machines and equipment, perform other department duties as needed or directed
- Conducting visual inspections, reading reports, computer printouts, register and computer screens