



# Example of Store Clerk Job Description

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Our company is looking to fill the role of store clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for store clerk

- Customer service is the primary function of this job
- In collaboration with management, responsible for taking inventory and making orders
- Receive orders and manage store inventory
- Input received orders into the computer
- Must maintain the cleanliness of the store – dust, sweep, mop, clean windows and other miscellaneous tasks
- This position will be asked to help with the Red Door coffee shop
- Must have a positive demeanor and demonstrate teamwork with coworkers, management and customers
- Setting up displays and merchandising products in innovative and eye-appealing ways to promote products, reflect Menu magazine themes, highlight seasonal influences and drive sales in the department
- Stocking shelves, rotating items and ensuring product levels are sustained throughout the day to meet customer needs
- Utilizing resources to expand knowledge about the wide variety of wines available in the department to grow and develop professionally, being certain to share acquired knowledge to better assist customers

## Qualifications for store clerk

- Performing all steps in the checkout process including properly scanning and

processing different forms of payment and making accurate change to ensure no overages or shortages of money

- Performing other tasks essential to the proper functioning of the department which may include breaking down delivery loads, refilling supplies, ordering products and general maintenance of the department
- Properly handling all product and equipment in accordance with food safety and safety guidelines with the aim of reducing shrink in the department
- Customer service experience, preferably in a food service, grocery, restaurant, retail or wine shop setting Ability to assist all customers in finding the perfect product for whatever their needs may be
- Performs the following duties in the Front End, Center Store, and Perishables departments
- When not performing the Store Recovery duties, will work on the Front End as a Scanner