



# Example of Store Clerk Job Description

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Our growing company is searching for experienced candidates for the position of store clerk. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for store clerk

- Organizes, cleans, empties bins, prepares sales floor
- Scans Customer items, and handles financial transactions
- Eliminates cardboard and trash on shelves and merchandising fixtures throughout the store
- Cleans shelves and all merchandising fixtures and keeps sales floor area clean and safe
- Faces and rotates items on store shelves, grocery areas, drugstore/GM areas, Wall of Value and all merchandising fixtures as needed throughout the store
- Assists with stocking merchandise as needed
- May assist with loading, unloading, and moving heavy, bulky products to support in-stock conditions
- Checks shipments for out-of-date and damaged product to ensure freshness and quality
- Reports all out of date and damaged product received issues to the Center Store Team Leader
- Adheres to all SOPs

## Qualifications for store clerk

- Previous JVSS Scanner experience or equivalent
- Must be able to use Material Handling Equipment
- Perform opening and closing procedures including janitorial situations including but not limited to mopping, sweeping

- Your last performance review was at least Meets Expectations
- No disciplinary action (written or above) has taken place in the last 6 months