



Job Title: *Farm Store Clerk*

Department: *Farm Store*

Reports to: *Farm Store Manager*

Status: *Part-time, Non-exempt*

Pay Range: *\$14.81-\$15.00/hour*

Timeframe: *Position will be open until filled*

Summary:

The Farm Store Clerk reports to the Farm Store Manager and provides in-store assistance to customers browsing merchandise or checking out items. This role will be responsible for welcoming customers to the store, answering questions about products, using a cash register to process purchases when needed, and placing inventory on the sales floor

. Success in this role will require a positive attitude, great work ethic, organizational skills, and people skills!

Essential Duties and Responsibilities:

- Takes inventory or examines merchandise to identify items to be reordered or replenished
- Receive customers and assist them with the selection of merchandise
- Greet, interact and monitor customers to assist the store in loss prevention
- Communicate information about product availability with customers
- Requisitions merchandise from supplier based on available space, merchandise on hand, customer demand, or advertised specials.
- Receive, open, and unpack cartons or crates of merchandise, check invoice against items received
- Stamp, attach, or change price tags on merchandise, referring to price list
- Stock storage areas and displays with new or transferred merchandise
- Set up advertising signs and displays merchandise on shelves, counters, or tables to attract customers and promote sales
- Clean display cases, shelves and aisles
- Itemize and total customer merchandise selection at check out counter and accepts cash or charge card for purchases
- Transport packages to specified vehicle for customer
- Other duties as assigned

Skills:

- Good verbal communication and interpersonal skills
- Excellent customer service skills
- Ability to work in a team and independently with minimum supervision
- Time management and ability to prioritize tasks given

Education and/or Experience:

- High school diploma or general education degree (GED)
- One to three months of related experience and/or training
- Equivalent combination of education and experience
- Able to perform basic math, writing and reading tasks without supervision
- Able to comfortably stand of extended periods of time

Certificates, Licenses, Registrations:

- Valid Driver's License

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will exert up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Must have the ability to walk short distances, and/or drive a vehicle to deliver and pick up materials. Reasonable accommodations may be to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment is usually very loud.

DISCLAIMER: This job description, indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.

I agree that I can perform the job described as stated above and am able to work in these conditions.

Signature _____

Date_____