

# Indianhead Foodservice Distributor

## RETAIL STORE CLERK

This position is responsible for maintaining a high standard of quality in attending to customer's needs, both in person and on the phone. This position works directly with the customers, office, and warehouse personnel.

### **Duties and Responsibilities:**

1. Assist Customers by answering questions and giving them direction or advice in person or on the phone
2. Check out people at the cash register by providing prompt and courteous service
3. Keep the store fully stocked, labeled and rotated
4. Maintain a clean and organized store
5. Communicate problems or concerns to the store manager
6. Provide accurate paperwork and a balanced cash register at the end of the day
7. Obtain product from warehouse that is not available in store
8. Efficiently use the computer and inventory books as information resource
9. Assist in the overall operation of the store to insure a comfortable, professional atmosphere for our customers

### **Knowledge, Skills, and Abilities Required:**

#### **The store clerk candidate must possess the following:**

Be able to physically lift at least 50 lbs.

Average math skills

Good communication skills

Ability to interact appropriately with a wide variety of people, including challenging ones

Be calm in nature under pressure and stress

Ability to complete tasks at average speed and ability

Must be able to work a flexible schedule

***If interested please submit a resume to [dsnyder@callifd.com](mailto:dsnyder@callifd.com)***