

Job Description

Position: Office Clerk

Overview:

An office clerk helps to supervise the cashiers and baggers to maximize customer service, control cash, coupons, food stamps, lottery tickets and other forms of payment by customers. They balance cash, sell lottery tickets and money orders. Make deposits, assist customer carry-outs and maintain sufficient shopping carts on the front end. The office clerk also trains cashiers, office personnel and baggers and is responsible for the balancing and security of all customer receipts.

Job Requirements:

1. Working knowledge of accounting /bookkeeping procedures.
2. Possess good interpersonal skill and have a mature personality with leadership ability.
3. Work shifts.
4. Enforce company policies and procedures.
5. Lift & stack up to 35 pounds.
6. Detail oriented, with training ability.
7. Operate a cash register and checkout belt.
8. Bag groceries correctly.
9. Give & follow verbal & written instructions.
10. Maintain case stock levels.
11. Communicate verbally with customers.
12. Operate intercoms, phones, money order and adding machines, safes, and lottery machines.
13. Give change to cashiers and customers.
14. Manage receipts and balance within prescribed limits.
15. Stock candy, cigarettes, magazines and other product on shelves and in racks.
16. Give direction and assign duties to cashiers and baggers.
17. Write work schedules
18. Reach and stock product up to 6 ft. high.
19. Cash checks and set-up, operate and balance tills.
20. Authorize credits, checks, refunds and over rings for cashiers.