

# Job Description

## **Position: Produce Clerk**

### **Overview:**

A produce clerk unloads product from trucks, stages stock in the backroom and in the cooler, trims, packages and merchandises fresh product and stocks product on shelves. They operate stock dollies, hydraulic pallet jacks, fork lifts, mechanical price marking devices, hydraulic balers, weighing and price labeling machines and case cutters. They lift and stack up to 50# and reach and stock product on shelves up to 6 feet high. In addition, they periodically make freshness checks, re-condition product, using knives, communicate with and give direction to customers and employees, work in the cooler and perform sweeping, case cleaning and general cleaning functions.

### **Job Requirements:**

1. Lift & stack up to 50 pounds.
2. Reach & stock product up to 6 feet high.
3. Follow and give verbal & written instructions.
4. Pull or push wheeled vehicles weighing up to 1,000 pounds.
5. Operate mechanical price stampers, labelers, wrapping machines, case cutters, baler and fork lifts.
6. Give verbal & written instructions to customers and employees.
7. Perform sweeping and cleaning functions.
8. Operate telephones and intercoms.
9. Trim and merchandise product.
10. Perform freshness checks and re-condition product.
11. Lift & stack pallets up to 80 pounds.
12. Load salvage on to trucks.
13. Operate pallet jacks.
14. Operate hydraulic baler.
15. Operate Fork lifts.
16. Operate floor scrubbing machinery.