

Job Summary:

The store clerk is responsible for greeting all customers, answering phone calls, assisting customers with questions regarding products, using computer software to complete sales, prepare food products for sale, scooping ice cream, maintaining cleanliness of the store according to guidelines.

Wage negotiable based on experience.

Duties and Responsibilities:

- Be on time for your shift.
- Properly open and close the store each day according to Standard Operating Procedures.
- Accurately ring in customer sales
- Acknowledge and greet everyone who enters and leaves the store.
- Provide detailed descriptions of local products that are sold in the store.

- Answer telephone.
- Actively promote products, promotions and/or discounts available.
- Maintain eye contact with customers
- Handle customers questions and concerns professionally and courteously.
- Ensure complete customer satisfaction.
- Maintain a clean; safe, fully stocked and well organized work area.
- Develop ability to work without constant direct supervision and remain at assigned post for extended periods of time.
- Maintain a positive attitude and contribute toward a quality work environment.
- Regularly attend, participate in and support training and staff meetings for Manasseh.
- Assist in all areas of store operation as requested by management
- Communicate to management any and all occurrences involving staff or customers that require attention.

Position Requirements:

- Must be detail-oriented and have ability to multi-task.
- Ability to be efficient and productive.

- Must have enthusiasm and possess excellent customer service skills.
- Must possess basic math and money handling skills.
- Enjoy working with people and possess a friendly and outgoing personality.
- Have a passion for food and nutrition.
- Excellent communication, listening and computer skills.
- Must be a team player.

Send resume to Christine MacDonald: christine.echhexecassistant@gmail.com