



### **Store Clerk**

The Store Clerk will manage the store during open pick-up hours, currently Wednesdays from 2 - 6 pm. During this time, the clerk is responsible for attending to customers picking up pre-purchased orders and some light cleaning.

This position reports to the owner of the business.

#### **Duties**

Attend to customers picking up orders (80%)

- During the open pick-up hours, be available for customers. Give customers their pre-purchased and packed bags
- Answer customer and potential customer questions
- Communicate via text or phone call with customers that haven't picked up by 5pm

Light cleaning (20%)

- After the last customer comes (or at 6pm), mop the kitchen and storefront
- Take out the trash
- Other cleaning duties as assigned

#### **Requirements**

- Proven quality customer service skills
- Accuracy and speed in executing assigned tasks
- Ability to lift up to 50 lbs and stand for long durations
- Access to a personal cellphone
- Must be available between 1:45 and 6:30 pm on Wednesdays

#### **Benefits**

Pay is \$12.00 per hour  
20% off meals