



Retail Clerk

Job Description:

Working on site in the Food Hub, the Retail Clerk will be responsible for creating and maintaining retail displays, serving retail clients, managing inventory, and some kitchen prep and dish washing. The retail clerk will be mindful of quality assurance as well as assisting in reaching sales targets.

Primary Responsibilities:

- Receiving goods and checking for quality and quantity; signing delivery slips guaranteeing same. Submitting signed delivery slips to retail manager for payment
- Stocking shelves and coolers neatly and completely
- Retail area organizing, cleaning and setting up displays
- Maintaining cooler stock: rotating stock, cleaning cooler
- Assuring refrigeration equipment is operating within accepted temperatures (including outside cooler)
- Culling fresh product each day for transfer to kitchen
- Disseminate product knowledge to customers
- Demonstrates excellent customer service and ability to provide memorable customer experience
- Collaborate with other staff to be an instrumental part of the overall Abbey Gardens concept and vision
- Comfortable using POS system, including both cash transactions and use of the credit card and debit card terminal
- Other tasks as requested by the Retail Manager

Details:

Wage: \$15/hour

Hours: 24-40 hours/week

Start date: May 17, 2021

Contract: May 17, 2021 – September/October (end date negotiable between September 10, 2021 and October 11, 2021)

Please submit resumes to Susan Roscoe, Retail Manager at susan@abbeygardens.ca.



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