



### Position Profile

<b>POSITION TITLE:</b>	Retail Clerk	<b>LOCATION:</b>	Millar/8 <sup>th</sup> Street/Harbour Landing/Stonebridge/PA
<b>DEPARTMENT:</b>	Retail	<b>STATUS:</b>	Full-time or Part-time
<b>REPORTS TO:</b>	Retail Supervisory	<b>LAST MODIFIED:</b>	October 2021

### Position Summary

The Retail Clerk provides prompt, courteous and knowledgeable service and advice to all customers/clients of Prairie Meats LP to enhance their shopping experience. This position is also responsible for packaging and preparing product for sale and may be required to perform point of sale cashier duties.

### Key Accountabilities

#### **Accountability: Customer Service** (25-50% of time)

- Greet and provide friendly and helpful customer service to all clients
- Provide information and products to clients by verifying understanding of request; answering questions; offering assistance
- Understand client complaints and communicate the situation to management
- Other duties as may be assigned

#### **Accountability: Cashier** (25-50% of time)

- Attend to customers at the till in a prompt and courteous manner
- Scan items the client is purchasing accurately and in a timely fashion
- Operate and enter data into the point of sale system in an accurate fashion
- Other duties as may be assigned

#### **Accountability: Production** (20% of time)

- Assist the Production Team by preparing and packaging stock for sale (i.e. filling steak boxes, making mushroom caps, skewering souvlaki)
- Monitor product levels in display freezers/coolers and re-stock and faced as required
- Complete tasks within allowable timeframes as established for each specific task
- Other duties as may be assigned

#### **Accountability: Sanitization** (10% of time)

- Cleanup throughout and at the end of day:
  - Wash work station

- Wrap trays
- Put all product away
- Other duties as may be assigned

#### **Skills and Competency Requirements**

- Strong customer focus to provide prompt and effective service to customers
- Organize and prioritize tasks to ensure successful and efficient completion
- Work independently while following instructions and guidelines
- Communicate effectively with staff and customers
- Be an effective team player to achieve set out goals and contribute to a positive workplace
- Follow health and safety rules and practices

#### **Knowledge, Experience and Education**

- Previous customer service experience in the retail or food service industry is preferred
- Experience operating a point of sale system (cash register) would be an asset
- Experience balancing multiple task and organizing priorities

#### **Company Profile**

At Prairie Meats LP, we are an entrepreneurial and progressive Saskatchewan based company that provide high quality retail and food service products. With locations in Prince Albert, Saskatoon and Regina, SK, we pride ourselves in offering challenging and rewarding careers where employees are able to focus on quality, customer service and teamwork.

**I acknowledge that I have read and agree to the above job description.**

<b>Department Supervisor or Human Resources</b>	<b>Employee</b>
Name:	Name:
Signature:	Signature:
Date:	Date: