

Anacortes Food Coop

Job Description for Clerk/Cashier

Anacortes Food Coop Mission: A member-owned grocery store that provides food, goods and services that are local, organic or sustainably grown, and creates a gathering place for education about food, health, sustainability and local resources.

Clerk/Cashier Responsibilities:

- Provide fast, friendly, and accurate check out services for AFC customers using Quickbooks and Revel POS cash register system
- Be responsible for following through on and finalizing entries on computer
- Describe advantages of membership, and complete application process when a new member submits an application
- Bag orders and assist shoppers in finding items
- Assist in the cleaning and dusting of the checkstands and surrounding areas.
- Be responsible for keeping shelves and bins restocked while ensuring proper product rotation and quality
- Create and build product displays, ensure proper fronting of products, and handle product damages and credits according to AFC policy
- Be familiar with store products and locations in order to assist customers in locating items
- Receive orders and deliveries
- Assist manager with ordering and inventory
- Be invested in the cooperative mission
- Help with promoting and marketing the Coop

Qualifications:

- Must be at least 21 years of age.
- Post secondary education preferred or equivalent combination of education and experience
- Must be able to obtain Washington State Food Handlers Permit
- Able to lift 35 pounds and occasionally lift up to 50 pounds
- Must demonstrate adequate math and computer skills
- Must be accurate with attention to detail
- Cashier/customer service experience, preferably at least a year
- Knowledge of whole foods, nutrition and sustainability desirable

Anacortes Food Coop
360-299-3562

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anacortesfoodcoop.com