

2. Unload and sort deliveries, verify counts, accept deliveries, apply for credits and coordinate return of damaged/miss-picked products in compliance with department's Organic Standards Handling Plan and established practices.
3. Train, direct, support and, as needed, fill-in for designated employees; prioritize duties for designated employees.
4. Provide training and support for designated employees to ensure performance achieves department standards; observe attendance, customer service, safety and job performance; communicate and document unresolved issues and/or concerns to department management.
5. Clean shelving, department equipment, storage areas, receiving areas and display areas in compliance with established practices and communicate and document any equipment maintenance or safety concerns to department management.
6. Perform other tasks assigned by department management.

Knowledge, Skills, Abilities

- High school diploma or GED
- Experience in retail, grocery, natural foods and/or cooperative management
- Computer proficiency, e.g., keyboard experience, email, EXCEL
- Ability to follow through on systems and procedures
- Outstanding customer service skills
- Attention to detail and good organizational skills
- Ability to handle multiple demands, work under time pressures and meet deadlines
- Personal integrity to handle confidential information
- Willingness to be open, to learn and to take on new responsibilities
- Demonstrate objectivity, neutrality and calmness under pressure
- Ability to work efficiently in a fast-paced environment
- Ability to prioritize tasks
- Regular, predictable attendance
- Effective communication skills in English
- Available to work evenings, weekends, holidays

Work Environment:

1. Occasional Exposure
 - a. Outdoor weather conditions (e.g., carry-outs, tasks in loading dock area)
2. Frequent Exposure
 - a. Wet and/or humid conditions (e.g., walk-in/reach-in coolers)
 - b. Change in room temperatures due to proximity of entrance/exit doors
 - c. Carts, pallets and hand-trucks moving in and out of storage/retail areas and in and out of freight elevator
3. Constant Exposure
 - a. Background music and in-store pages
 - b. Food odors, grain and spice dust, food allergens

Essential Physical Requirements

1. Ability to frequently lift and move up to 60 lbs. throughout shift
2. Ability to stand, walk, squat, bend, sit, balance and rotate body
3. Ability to complete repetitive tasks such as moving objects in stocking and bulk preparation tasks

4. Use of hands and feet to operate machinery such as carts, pallet jack, cardboard baler, computers, scales and hand trucks
5. Frequently ascend and descend stairs, ladders and step stools
6. Ability to safely use sharp cutting instruments

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or the work environment change.