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Job Description

Job title:	Grocery Clerk
Reports to:	Grocery Manager

Job Purpose:

As a Grocery Clerk with the Tofino Co-op, you are responsible for delivering personalized service. At the Co-op, we strive to establish a relationship with our members and encourage them to continue their patronage.

Duties and Responsibilities:

- Come to work with a positive, professional approach and attitude;
- Be dependable for all scheduled shifts;
- Be familiar with and adhere to all Tofino Co-op policies and procedures;
- Required to operate till;
- Assist in general stock duties, including filling shelves and facing;
- Perform receiving duties when required;
- Other duties as assigned.

Qualifications:

- A secondary school diploma is preferred;
- Class 5 Drivers License is preferred;
- Previous retail experience is considered an asset;
- Excellent customer service skills;
- Attention to detail;
- Previous cash handling skills is an asset.

Working conditions:

Flexible, must be willing to work a variety of hours, including days, evenings as well as weekends and holidays based on the business needs

Physical requirements

- Constant standing and walking throughout shift for up to 8 hours;
- Physically demanding; frequent lifting and carrying up to 50 lbs;
- Kneeling, pushing, pulling, lifting;
- Occasional ascending or descending stairs.

What Tofino Co-op Offers:

- Full Benefits Plan including Health and Wellness Benefits, Extended Health Care, Dental, Life Insurance, Short-Term & Long-Term Disability Insurance
- Employer Matched Pension Plan (7.5% Matched)
- Employee Family Assistance Program
- Competitive wages paid bi-weekly
- Tuition Assistance
- Excellent Opportunities for further development and advancement

Please contact Susan at hr@tofino.crs or drop by our Food Store at 140 First Street to pick up an application. We do not have staff accommodation at this time, starting wage is \$16.75.