



*You're at home here.*

#### Job Description

<b>Job title:</b>	General Clerk
<b>Reports to:</b>	Maintenance Manager

#### Job Purpose:

As a General Clerk with the Tofino Co-op, you are responsible for performing a wide variety of tasks including cleaning and maintaining the inside and outside of the store(s), assisting with stock and occasional customer service in multiple departments.

#### 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
- Perform interior and exterior housekeeping duties such as general cleanup of washrooms, sweeping floors and empty garbage's throughout the day
- May move furniture, equipment, and supplies
- Ensure that safety measures are followed
- May be requested to assist in multiple departments with stock/prep/clean-up and service
- May assist with deliveries as needed
- Other duties as assigned.

#### Qualifications:

- Previous cleaning and maintenance experience is an asset
- Class 5 Driver's license is an asset

#### Working conditions:

The ideal candidate is available from Friday to Sunday with possibility for more shifts during the week. Part-time or full-time available. 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

Please contact Susan at [hr@tofino.crs](mailto: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 \$19.00/hr.