



You're at home here.

Job Description

Job title:	Hardware Clerk
Reports to:	Hardware Manager

Job Purpose:

As a Hardware 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. This role is currently slated for part-time.

Duties and Responsibilities:

- Come to work with a positive, professional approach and attitude;
- Be dependable for all scheduled shifts;
- Provide outstanding courteous customer service;
- Be familiar with and adhere to all Tofino Co-op policies and procedures;
- Provide information, assistance and service to customers in a manner which will promote;
- the sale of merchandise and meet the needs of the customer;
- Order merchandise as directed by the Hardware Manager;
- Assist in general stock duties, including filling shelves when not cashing;
- Perform receiving duties when required;
- Operate point of sale terminal and prepare daily cash reconciliation;
- Perform general housekeeping duties;
- Other duties as assigned.

Qualifications:

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

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 \$17.00/hr.