

# Job Posting: Grocery Clerk (Part-time)



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 & 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;
- Carry out grocery deliveries to community;
- Perform receiving duties when required;
- Other duties as assigned.

## Qualifications:

- A secondary school diploma is preferred;
- Class 5 Drivers License is required;
- 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 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

If you would like to be a part of our team, please contact Ali at [hr@tofino.crs](mailto:hr@tofino.crs) with your resume & cover letter, or drop by our Food Store at 140 First Street to pick up an application.

The starting wage is \$20.00/hr.

==== *Join Our Team!* ====