

# HURON BAY CO-OPERATIVE INC.

## JOB DESCRIPTION

**JOB TITLE: STORE CLERK 1**

**REPORTS TO: AREA MANAGER  
STORE MANAGER**

## PURPOSE AND SUMMARY STATEMENT

Under the direction of the Area and Store Managers, the Store Clerk 1 promotes good customer service and relations by assisting customers in HBC retail stores and garden centers.

## SUPERVISION AND LEADERSHIP

- No responsibilities.

## ESSENTIAL JOB FUNCTIONS

- Promotes and maintains positive image for HBC and the store. Enhances the store's general appearance and provides a pleasant shopping environment.
- Provides services to customers by assisting them in locating products, directing them to appropriate areas and/or to senior staff for additional assistance.
- Assists customers in loading goods, ensuring all shipping documentation is accurate and complete.
- Ensures that store merchandising is complete and current, including timely effective in-store displays.
- Ensures assigned product departments are stocked, labeled, clean and well merchandised.
- Ensures outdoor displays are clean, tidy, current and exist.
- Assists with inventory control and management.
- Orders product only under supervision; receives and checks orders ensuring that quantities, quality and costing are correct and that all associated documentation is complete.
- Prices product only under supervision within established guidelines.
- Follows all legislated and company policies especially with respect to handling sales, credit, sales invoices, receiving vouchers, ordering procedures, inventory, cash handling, health and safety and security.
- Assists with maintenance and housekeeping in store, warehouse and storage areas.
- Assists with outdoor maintenance including windows and doors, snow removal, grass cutting, and flower beds if applicable.
- Assists with monthly/annual inventory counts.
- Maintains current working knowledge of energy, feed and crop products, programs, order procedures and invoicing.
- Assists in other areas as required.
- Maintains proper personal image and care of company assets.
- Working as part of the HBC team; Ensures that company objectives, customer service levels, employee relations and inter- branch relations are improved and promoted.



## **OTHER JOB FUNCTIONS**

- Follow the Occupational Health and Safety Act (OHSA) regulations for employees: use or wear any equipment, protective devices or clothing required by the employer; report any known workplace hazard to the employer or supervisor; report any known contravention of the Act or regulations to the employer or supervisor; not use or operate any equipment or work in a way that may endanger any worker.
- Participate in HBC training which includes, but not limited to, the mandatory Ministry of Labour course, HBC Health & Safety Standards and Policies, and Accessibility Policies (AODA).
- May require training in other areas such as TDG, Lifting Devices, Propane Pump Attendant and Pesticide Vendor Certification.
- Performs other duties as assigned.

## **REQUIREMENTS**

- Normally requires a high school diploma, college diploma, or equivalent, or a combination of experience and training to provide the required knowledge and skills to ensure customers receive exceptional customer service and the retail store is operated in an efficient manner while meeting budgeted guidelines.
- Proven ability to work independently, or in a team-oriented environment.
- Knowledge of product merchandising techniques and strategies and inventory management experience would be an asset.
- A valid driver's license although not required would be an asset to facilitate travel to meetings.
- May occasionally require the ability to travel overnight.

## **WORKING CONDITIONS**

- Mostly indoors in a typical office / retail / warehouse environment with regular physical activity including lifting and carrying of product weighing up to 40kg.
- CSA approved safety boots are mandatory safety attire. Other personal protective equipment may be required to be worn such as hard hats, coveralls, safety glasses, hearing protection, dust masks, respiratory equipment, hi-vis attire and fall arrest equipment.

## **DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to the classification. They are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required of personnel so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

