

Isla Vista Food Co-op Produce Clerk Job Description

Isla Vista Food Co-op Mission

Our mission, as a natural and organic foods consumer cooperative, is to provide the residents of Isla Vista and neighboring communities of Santa Barbara County with reasonably priced foods, products, and services that promote healthier lifestyles and a healthier environment. The Isla Vista Food Cooperative is an economic alternative founded on cooperative business principles and values that are practiced in our operations as well as our governance policies.

Isla Vista Food Co-op Statement of Purpose

Our purpose as a consumer cooperative is to be a trusted source of natural and organic products and a reliable source for consumer information—driven not by profit, but by motivation for community autonomy, mutual aid, and environmental justice.

Our produce department exists to provide our community with locally grown and organic food options as a means of promoting physical health, environmental sustainability, community prosperity, and local autonomy. Our predominately local and in-season produce department provides critical financial support to farmers who are members of the Santa Barbara community. The result is that we get the freshest and most delicious produce available, and we help break a link in the corporate food chain.

Report to: Produce Manager

Wage: \$9.00 per hour

Hours: 16 hours a week minimum

Purpose: The role of a produce clerk is to increase produce sales by assisting customers and keeping the display looking bountiful and beautiful.

Basic Responsibilities:

- Keep produce well stocked to ensure that the set consistently looks abundant and bountiful.
- Use the produce stocking pyramid to prioritize stocking.
- Remove bad/spoiled produce and any debris.
- Receive and stock deliveries.
- Strategically arrange backstock according to accessibility, delicacy, and perishability.
- Touch every box in backstock to ensure a complete knowledge of inventory.
- Offer customers samples of in season produce during busy times.
- Sweep, mop, and cleanse the produce area to keep it organized and sanitary.
- Help set up the store in the morning by bringing carts outside, putting out flowers, laying down mats, and brewing coffee.
- Take out and break down produce boxes.
- Assess tasks for urgency and complete in order of importance.

Customer Service:

- Greet customers while working, so that they may feel comfortable approaching you with a question. Make eye-contact at 10 ft, greet them at 4 ft.
- Recognize regular customers and strive to build good relations with them while making sure all customers feel welcome.
- Treat all customers equally and with respect.
- Provide customers with genuine, sincere suggestions.

- Become acquainted with all fruits and vegetables in the store, including their seasons, in order to provide excellent customer service.
- Be familiar with department managers so you may accurately direct a customer in need of assistance.
- Know the location of all items in the store.
- Stay calm and composed in stressful situations.
- Come to work with a positive attitude.

Qualifications:

(Minimum)

- Must be available to work at least two 3 to 8-hour shifts Monday through Friday and one shift up to 6 hours on Saturdays or Sundays.
- Ability to stand for a minimum of 4 hours continuously.
- Ability to lift 50 pounds safely and regularly.
- Ability to work well with a wide variety of personalities and cultures.

Disclaimer: This job description is not meant to be all-inclusive but to serve as a guide in order to provide you with a basic understanding of your duties and responsibilities as a Produce Clerk at the Isla Vista Food Co-op. This job description may be updated at any time as the need arises.

While acknowledging that California is an At Will state we encourage you to provide the Produce Manager at least 30 days' notice before terminating your employment.