

Caldwell Housing Authority

Job Description: Store Clerk

Position Objective: Greet every customer with a smile, thank them for their business, and invite them back.

Job Summary:

The Caldwell Housing Authority is looking to fill a part-time position ranging from 20hrs to 24hrs a week. La Tiendia is the hub for all of CHA and it is important to find someone that enjoys working with customers.

Examples of Work (not exhaustive):

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Deliver a fast, friendly, and professional checkout experience.
- Accurately ring up sales and merchandise, while following all company policies and applicable laws regarding restricted sales. Must be the legal age to sell and stock these products.
- Maintain cleanliness inside and outside the store.
- Restock shelves, displays, and coolers as needed.
- Ensure proper sanitation and food handling/prep/storage/disposal procedures are followed.
- Properly label, rotate and stock shelves, coolers, and displays.
- Additional duties as assigned.

Knowledge, Skills and Abilities required:

- STRONG people skills!
- Retail experience
- Cashiering skills/Money handling
- Ability to pass food safety training courses and/or certifications.
- Attention to detail.
- Ability to manage changing priorities.
- Sense of urgency in the completion of tasks
- Ability to take direction and follow through.

Essential Physical Abilities:

- Must be able to stand for an extended period.
- While performing the duties of this job, frequently required to stand, walk, bend, and twist; reach with hands and arms; climb or balance; stoop, kneel, or crouch; and talk and listen.

- Must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 65 pounds.

Minimum Requirements:

- High School Diploma or G.E.D.;
- Bi-lingual in English and Spanish;
- Valid driver's license with no limitations;
- Able to pass pre-employment drug screen.

Nature of Employment:

This is a part-time job that reports to the CHA Financial Officer. Work hours are from 5:00PM to 9:00pm Monday through Friday with some seasonal variations.

Salary and Benefits:

Starting salary is \$15.00 / hour with pay increases at six (6) months and one (1) year with satisfactory performance.