Want to make a difference in your community? Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our world. Specifically, we want to be sure that people in need of food receive help. We’re working to End Hunger in Our Community.

As with other disasters our community has experienced, we find ourselves on the front lines of response and need your help to support our effort. We are looking for a driven, pragmatic individual to add to our team of highly motivated hunger relief workers.

We have a strong set of Core Values developed by and for our team. We want to be clear with one another who we are when we come to work. The overarching themes are – Show Up Together, Bring the Joy, Nurture Each Other, and Seek Excellence.

We provide food to 82,000 people throughout the year (1 in 7 people!). We consider our efforts to be noble, and the fight just.

Now you know about us. We're excited to find out if you're the right one to join us in this most important work.

**JOB SUMMARY**

The Food Connections Market Clerk will provide excellent customer service, will represent a well-organized and efficient market and is a champion for the Redwood Empire Food Bank mission and the community that it serves. All personnel are expected to work to fulfill that goal. As a cashier, you know the operation of the cashiering process as well as broad store product knowledge and able to share information about our work and our programs that serve our partners and our shoppers.

**WORKING RELATIONSHIPS**

The FCM Clerk works closely with management to ensure quality service. A strong connection with the Food Connections Resource office team is also essential to understand and support our mission. This position also works with the warehouse team to support movement of product through the warehouse environment.

**MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

The following reflects management’s definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without accommodation.

- Greet customers as they enter the store. Create the opportunity to interacting, to ensure their shopping experience is excellent.
- Handle cash and be responsible for dispensing accurate change.
- Maintain accurate drawer count.
• Know the produce mix by reviewing new products and produce each week to ensure familiarity with all items.
• Efficiently and accurately process each order.
• Keep check stand clean and well stocked with supplies.
• Understand and process WIC by understanding the programs specific guidelines.
• Monitor the “look” of the store. The Food Connections Market is expected to have a clean, tidy and organized appearance at all times.
• Clean shelves, floors and cases daily.
• Restock the grocery, dairy, deli and frozen food shelves throughout the day.
• Open store by setting up at the beginning of the day and close store at the end of the day.
• In the event of a disaster all REFB staff are expected to be available for work once they have secured the safety of their homes and families.

SKILLS AND QUALIFICATIONS
• Grocery store experience is a plus.
• Bilingual skills strongly preferred for effective communication with customers.
• Friendly, helpful attitude with customers, co-workers and volunteers.
• Accuracy in handling of money.
• Ability to follow instructions and direction given by manager or supervisor.
• Ability to lift up to 50 pounds and stand at a check stand for several hours at a time.
• Willingness to be flexible in tasks performed.
• Willingness to follow all safety instructions.
• Ability to work evenings and weekends.
• Regular attendance mandatory.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS
The work environment consists of a busy store setting but requires the employee to occasionally enter the warehouse where the work environment is loud due to equipment and machines. The warehouse temperature will vary from hot to cold depending upon the time of year.

Employees will need to have the ability to work under deadlines that may require overtime and weekend work on a periodic, but infrequent, basis.

Reasonable accommodation will be provided to enable qualified individuals with disabilities to perform the essential functions of the position so long as it does not cause an undue hardship on the REFB.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to type, finger, handle, and feel; talk and hear. The employee is frequently required to reach with hands and arms above and below shoulder level. The employee is occasionally required to sit, crouch, and bend down at the waist. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

During a disaster, you and your family’s safety is the priority. As an essential service provider and, at times, a first responder, you are requested report to work as requested, or, at a minimum, to communicate your inability to report to work to your supervisor. Depending upon the nature of the emergency, regular staffing responsibilities may change.
SHARED COLLECTIVE RESPONSIBILITIES

With a goal of creating a cohesive working community, all staff are required to treat one another respectfully and operate with our Core Values as their operating principles. Consider the following:

- Create a safe space to allow and invite truth telling to occur.
- Act with honesty, trust and transparency and deliver on my commitments.
- Be present for the people who work in front of me today.
- Maintain an open mind and be open to different points of view.
- Consistently seek to do better and offer my best self.
- Practice empathy and understanding with all people.
- Learn from failure, mine and others.