



# EMPLOYMENT OPPORTUNITIES WITH SASKATOON CO-OP

**Position:** Food Clerk – Health and Beauty Care Products (HBC)

**Responsibilities:**

- To collaborate with the immediate superior in ordering and maintaining inventories in health and beauty care products (HBC), greeting cards, hardware products, general merchandise, stationary, novelties and toys, and other such areas as may be designated by the immediate superior.
- To assist in receiving, and to un-pack, examine, warehouse, price, and otherwise prepare the merchandise for sale.
- To stock shelves and bulk displays with merchandise, which complies with the merchandising standards of Saskatoon Co-op pharmacies.
- To provide prompt, courteous, friendly, and caring service to customers in order to promote good member/customer relations, and a sale of department merchandise.
- To provide information, assistance and service to customers in a manner which will promote the sale of merchandise and meet the needs, requirements and expectations of the consumer.
- To be constantly alert for price changes, particularly as dictated by the competition and to perform price checks as required.
- To become familiar with all products handled, and to be alert to new product information so as to be able to properly inform members and customers.
- To operate a cash register and fulfil the full responsibility of the cashier function in order to provide prompt, accurate, efficient, and friendly service.
- To be responsible for the general housekeeping duties (cleaning of bins, shelves, displays, warehouse areas, floors, etc.) and ensure that the traffic areas are kept clean and orderly at all times.
- To handle complaints of a minor nature in accordance with the policy at Saskatoon Co-op, and to refer more serious complaints to your superior.
- To assist in inventory taking when required.
- To be constantly alert for ways of setting up special merchandise displays and promotional materials and to collaborate with your immediate superior in helping to develop and implement both in store and out-of-store promotions.
- To promote the sale of Co-op label merchandise.
- To be constantly alert for the unauthorized removal of merchandise.
- To collaborate with the immediate superior in the preparation and maintenance of records as required.
- To be constantly alert for slow moving merchandise, unnecessary duplication of product, incorrect pricing, out-of-stock items and availability of new product lines.
- To assist your immediate superior in cash up procedures, balancing tills, and handling deposits as indicated.
- To place claims against suppliers as indicated.
- To perform other duties as assigned.

**Qualifications:**

- Must be proficient in cash register operation.
- Must have previous drug store experience and drug store product knowledge to effectively operate the section(s) assigned and to assist customers in making a selection.
- Must be strongly service-oriented and motivated, and be capable of serving, and assisting customers in a courteous and efficient manner.

**If you are interested in this job posting please apply to Saskatoon Co-op Human Resources, located upstairs in the Avenue C Home Centre (311 Circle Dr. West).**