CLASSIFICATION GRID: 4 NEW GRID 2
(As of April 1, 2019)

BENCHMARK TITLE: COMMUNITY RETAIL CLERK

BENCHMARK NUMBER: 85202

JOB FAMILY: MISCELLANEOUS

SCOPE AND LEVEL DEFINITION

Assists in the operation of a community retail store by performing duties such as serving customers, operating a cash register, maintaining inventory, and cleaning.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Serves customers by performing duties such as assisting in the selection of items, and providing information.

2. Performs cashier duties such as operating a cash register, collecting payments, providing change and receipts, and bagging items.

3. Accounts for sales by performing duties such as counting cash, receipts, and vouchers, recording sales, balancing floats, and preparing bank deposit slips.

4. Maintains inventory by performing duties such as unpacking items, stocking shelves, preparing displays, rotating stock, pricing items, separating charity and sale items, and distributing free items.

5. Makes arrangements for picking up donated items. Prepares donated items for sale by pricing, rotating stock, and displaying. Disposes of items as required.

6. Performs cleaning duties such as dusting and washing shelves and counters, dusting stock items, cleaning windows, sweeping and mopping floors, and cleaning and disinfecting washrooms.

7. Provides direction to volunteers, and monitors and assists as required.

8. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Recent, related experience of six months
  Or an equivalent combination of education, training, and experience
  Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to handle cash and make change