

Kroger Bakery Clerk Job Description

Duties and Responsibilities:

- Encourage respect and trust between associates working together
- Perform assigned tasks in a professional manner and with a positive attitude always
- Present the company in positive light by speaking highly of it in the presence of other employees and customers
- Provide answers to customers' questions about products sold within the department as well as across the entire store in a way that makes them feel welcomed and appreciated
- Gain current knowledge of products sold in the bakery department so as to be able to provide correct and useful answers and suggestions to customers about products
- Prepare orders from customers and operate register
- Apply the right deli equipment in slicing deli meats and cheese according to customers' requests
- Apply the right bakery equipment in preparing deli/ bistro/ bakery/ to customers' requests
- Provide customers with product samples to enable find new products or items that they are interested in
- Bring to customers awareness of deli/ bistro/ bakery specials they may be interested in
- Make recommendation of deli/ bistro/ bakery products to customers to enable them find the right products that they are looking for
- Ensure all equipment, including refrigerators, slicers, freezers, fryer, ovens, and scales are used in deli/ bistro/ bakery in accordance with company guidelines
- Adhere to the local Health Department procedures in washing and sanitizing cookware
- Perform sweeping and mopping of floors

- Perform preparation, packaging, labeling, and inventory of ingredients accurately in merchandise
- Ensure products for sale are fresh and of top quality; check “sell by” dates to ensure it’s appropriate or make necessary corrections if needed
- Perform stocking and inventory of department merchandise
- Observe discrepancies in product ordering/shipment process and report promptly to the department manager
- Be updated on current and future, as well as special and seasonal ads
- Carry out functions in accordance with all food safety guidelines and regulations
- Perform duties in conformity with policies and procedures guiding sanitation, logs, temperature, shrink, product rotation, and product dating
- Promote company safety programs by adhering to safety procedures when performing duties; discover unsafe conditions at work environment and report quickly to store management
- Adhere to company preventive maintenance culture by regularly inspecting equipment thoroughly and reporting any fault or part that needs to be repaired or replaced promptly to the store manager
- Promptly report an accident involving a customer or employee to management
- Move trash to the dumpster
- Promptly report all illegal activities, safety risks, and all similar issues, including fraud, theft, and robbery to store management
- Provide support to all company initiatives and programs to ensure the success of the department and store.

Kroger Bakery Clerk Requirements – Skills, Knowledge, and Abilities

- Strong ability to work under stressful condition and remain unruffled
- Possess effective verbal and written communication skills
- Possess good knowledge of basic math, including ability to perform counting, subtraction, and addition quickly and correctly
- Strong relationship skills to relate effectively in a courteous and professional manner with customers, colleagues, supervisors, vendors,

and store management, and other people they might come in contact with in the course of work

- Must be 18 year old or more
- Possess excellent customer service skills to ensure customer are well satisfied with service provided before leaving the store
- Prior working experience involving food handling
- Strong ability to perform tasks speedily and accurately.