

Kroger Grocery Clerk Job Description

Duties and Responsibilities:

- Ensure that inbound shipment is properly offloaded and packed to avoid damage
- Assist in sweeping and cleaning the grocery area to ensure neat and tidy shopping environment
- Assist customers in locating products on different shelves
- Provide customers with product information and assist them in making buying decisions
- Ensure that the products on the shelves are neat and attractively displayed
- Perform promotion functions by telling customers of newly introduced products and those on special promotion
- Stock the shelves with new products, replace bought products, and remove/replace damaged or expired ones
- Report any case of product damage or product return to the store manager on duty
- Label products and boxes and change the labels when there is change in prices or during promotion
- Perform inventory control and inform procurement manager of low inventory
- Assist other grocery workers in ensuring good shopping experience for the shoppers. For instance, act as a bagger/cashier when necessary to make checking of prices, bagging of products, and checkout faster for the customer.

Kroger Grocery Clerk Requirements – Skills, Knowledge, and Abilities

- To be considered for the role of a grocery clerk at Kroger, a high school diploma is necessary. A higher qualification may also be a plus and will allow you to gain promotion quickly to other higher positions

- Exceptional customer service orientation is the second most important requirement. The role is all about making sure that customers are satisfied. So, it takes a high level of customer service skill to live up to this responsibility
- The clerk must have great multitasking ability and must have no problem working flexible shifts, especially night and weekend shifts
- Other necessary skills to have are excellent communication and interpersonal skills. The clerk must also be energetic
- A good math skill is also necessary as the clerk is expected to engage in counting and cashiering duties.