

Kroger Produce Clerk Job Description

Duties and Responsibilities:

- Perform loading and unloading of products up to 60 lbs. weight from a stack of pallets up to 6 feet high
- Perform lifting and loading of cases weighing 5-60 lbs. onto stock carts and moving cart to stocking area by pushing or pulling
- Take product from cartons and fill up produce cases and counters with it
- Identify products visually and read displayed information and signs and remove poor quality or expired products from counters if found
- Receive orders from customers verbally over the telephone and write down important information about the order
- Perform preparation of food products for display in cases, including cut fruit and salad bar
- Perform trimming of product applying a knife
- Greet and thank customers, as well as communicate and interact with other people in a professional and courteous manner
- Resolve issues with dissatisfied customers as well as handle other potentially difficult situations
- Perform duties of a floral clerk
- Prepare platters and other special request from customers
- Perform cleaning up, sweeping, and sanitization of workstation assigned by the supervisor
- Clean and sanitize supply items, including utensils and equipment
- Perform cleaning of display cases and filling of supplies when required
- Bring down products when necessary at night
- Report any unsafe working condition immediately to the supervisor or manager on duty
- Perform other duties/functions that may be assigned by supervisor or manager.

Kroger Produce Clerk Requirements – Skills, Knowledge, and Abilities

- Strong ability to work in a fast paced multi-functional environment in a courteous manner alone or with other people, such as colleagues, customers, supervisors, and managers
- Strong ability to work in an environment that is cool and damp
- Possess excellent customer service skills to be able to work effectively with customers on one-on-one basis
- Possess deep knowledge of products in the department to be able to guide and suggest the right products to customers
- Deep knowledge and understanding of all policies and procedures affecting specific products
- Strong ability to carry out functions in a safe and ergonomically appropriate manner
- Possess working experience in food handling and stocking
- Possess outstanding ability to work accurately and quickly
- Presently enrolled in school or possess High School Diploma.