



Good Food Market Store Clerk

QUALIFICATIONS:

- Excellent customer service and sales skills with a friendly, outgoing, and positive disposition.
- Strong interpersonal communication skills, excellent problem solving, self-motivated and a team player.
- Ability to handle money and make change, process credit cards and use digital scales.
- Experience working with diverse communities including people of all ages and backgrounds.
- Ability to lift boxes in excess of 50 pounds.
- Some knowledge about fruits and vegetables (the willingness to learn) is a plus.
- Attention to detail and able to learn where store products are located to provide information to customers
- Physically able to engage in repetitive hand movements reaching shelves of varying heights and must be able to frequently move from a bent position to a standing position to unpack boxes
- Must have a genuine interest in the mission of Capital Roots.

RESPONSIBILITIES INCLUDE:

- Greeting customers and providing them with item information on all products in the Good Food Market
- Monitor inventory and inform Managers of low inventory levels
- Review floor inventory to remove expired or poor quality items from the shelves and replace with new stock
- Perform stocking duties such as lifting, rotating products, ordering, blocking, dusting and facing
- Supervise cleanliness of the market and sweep, mop and clean displays as necessary
- Receive grocery items delivery and confirm the accuracy of both order and invoice
- Manage cash register as required including processing cash, credit card and EBT transactions
- Maintain collaborative relationships with community partners, co-workers and volunteers
- Must participate in Capital Roots' events, staff meetings, and all other duties as needed

SALARY & BENEFITS:

This is a part-time non-exempt position (~30 hours per week) with two options for interested candidates:

- Tuesday through Friday from 9:30am to 2:30pm and every other Saturday from 9:30am to 4:30pm
- Tuesday through Friday from 2:30pm to 7:30pm and every other Saturday from 9:30am to 4:30pm

The position is paid at an hourly rate of \$15.50 per hour and offer paid personal and sick time.

About Capital Roots

Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to cultivate and nourish communities by creating equitable access to fresh foods and green space in support of a robust regional food system. **To learn more go to www.capitalroots.org.**

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences.

Send all inquiries to (no calls please) to:

Trevor Cody, Retail Markets Manager

Capital Roots, 594 River Street, Troy NY 12180 | email: retailmarketsmanager@capitalroots.org