

Repack Clerk FT

The Kootenay Co-op is looking for a part time Repack Clerk to join our crew for 4 days a week. The ideal candidate would enjoy repetitive work and could lift 25lbs safely.

SKILLS + QUALIFICATIONS

- Excellent customer service skills
- Strong and effective communication
- Team oriented
- Efficiency and self-motivation
- Natural foods / grocery industry product knowledge an asset
- Food Safe Certification

DUTIES + RESPONSIBILITIES

- Prepare repack product for sale
- Ensure all repack production numbers are recorded
- Properly box, label, backstock and rotate repacks
- Monitor perishables and near date products and take appropriate actions to minimize loss
- Follow proper back stock procedures (block, condense, rotate, etc.)
- Daily cleaning and maintenance of counters, sinks, prep area, containers and utensils, floor shelving, cardboard and recyclables
- Promptly answer pages and phone calls when you are near the warehouse office
- Assist with off-site warehouse picks or re-pack as needed
- Comply with the policies and procedures set out in the Employee Handbook and the Health and Safety Manual
- Other duties as required

WHY WORK AT THE KOOTENAY CO-OP?

- Keep your phone in your locker. No cell phones on the floor, unless needed for business reasons.
- Approach problems with a positive attitude and have creative, constructive solutions on hand.
- Adhere to priorities your supervisor has identified and discuss alternative tasks before creating your own priorities.
- Maintain high level of productivity.
- **No headphones at any time while in the general warehouse areas when the pallet jack is in operation or when trucks are delivering.** Speakers or radio may be allowed in the repack prep at a volume low enough to hear pages.

Rate: \$16.20 / hour