

Wellness Clerk

Are you passionate about natural health products? Are you friendly, helpful + customer service-minded? If you also thrive on staying up to date on the latest natural health topics, our Wellness Team wants to hear from you! This position is for **20 hours per week**. Availability on **Monday, Tuesday and Wednesday** is required, **including evenings**.

SKILLS + QUALIFICATIONS

- Knowledge of wellness/natural health products.
- Strong customer service and communication skills.
- Able to work independently and in a team.
- Detail-oriented with accurate stocking and labeling skills.
- Basic computer skills and ability to learn POS systems.
- Reliable, punctual, and able to lift up to 50 lbs and stand for long periods.

DUTIES + RESPONSIBILITIES

- Provide friendly, informed customer service, including product inquiries + special orders.
- Complete opening/closing tasks as required.
- Stock and rotate products (FIFO); keep shelves clean, organized, and well-faced.
- Maintain clean, safe, and organized work areas.
- Accurately label products and ensure correct signage.
- Prepare drink demos when needed.
- Monitor inventory and report near-date items, shortages, or discrepancies.
- Support merchandising and promotional displays.
- Mentor new staff as needed.
- Follow all health, safety, and policy requirements.
- Perform other related duties as assigned.

WHY WORK AT THE KOOTENAY CO-OP?

Employees of the Co-op are truly unique. Our friendly, talented staff have created a culture of inclusiveness + teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health + dental benefits, RRSP contributions, and competitive wages. We value work-life balance, continuous improvement, and maintaining a friendly work environment where each staff member can get involved in making the Co-op a great place to shop & work.

Rate: \$18.25-20.00/ hour depending on experience

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