



# Position Description

## Four Seasons Market/Bay Mart

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<b>POSITION:</b>	<b>Retail Clerk</b> (Four Seasons – 2 Part Time Positions Available)	<b>LICENSED:</b>	No
<b>DEPARTMENT:</b>	Retail Department	<b>GRADE:</b>	16 (\$14.00-21.00)
<b>REPORTS TO:</b>	Retail Supervisor	<b>STATUS:</b>	Non-Exempt

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### **POSITION SUMMARY:**

Under the supervision of the Retail Supervisor, the Retail Clerk welcomes all guests in a friendly and courteous manner, as well as performs all deli, cash and sale transactions and is responsible for maintaining proper levels of products.

### **ESSENTIAL FUNCTIONS:**

1. Provides exemplary customer service, while being prompt and professional.
2. Collects payment from customers.
3. Ensures that all shelves, coolers, and freezers are stocked fully and products are organized.
4. Ensures proper use of the computerized register and other equipment.
5. Ensures that all paperwork at the end of shift is balanced and in order.
6. Ensures that deliveries are checked in properly and placed in proper locations.
7. Responsible for the preparations of preparing and packaging of deli products.
8. Communicates all issues and suggestions to Supervision.
9. Maintains a clean and safe work area.
10. Maintains a neat and clean appearance.
11. Responsible for learning and following daily policies and procedures for the Bay Mills Business Holdings and the department.
12. Must attend all mandatory trainings designated by the Human Resources Department and/or Department Directing, including TIPS.
13. Other duties may be assigned within the scope and complexity of this position's essential functions.

### **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to stand for extended periods of time. The employee must bend, squat, climb, crouch, kneel, and push/pull. The employee must occasionally lift and/or move up to 100 pounds while frequently lifting and/or moving up to 75 pounds. The employee is regularly exposed to dust and cold when working in the freezer and coolers. The employee is regularly exposed to marked changes in temperature and humidity and moving machinery, moderate noise, heat, cold, smoke and hot surfaces involved in cooking food, grease and dirty surfaces, use of caustic chemicals. The employee may experience cuts, burns, sprains and strains.

**POSITION REQUIREMENTS:**

1. Must have a high School Diploma or equivalent.
2. Must have one to three month's retail or cash handling experience and/or training.
3. Must have general knowledge of computers.
4. Must have excellent communication skills.
5. Must have excellent math skills.
6. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
7. Must have an excellent past work record, including attendance.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** May 25, 2022 (4:30pm)

**APPLY TO:** Send Resume and Application to:

Heather Lyons; HR Generalist  
Bay Mills Human Resources Department  
12124 W. Lakeshore Drive  
Brimley, MI 49715  
(906) 248-8526

[hrleapley@baymills.org](mailto:hrleapley@baymills.org)

Subject: Retail Clerk

**\*\*Applications can be found on the Bay Mills website at [www.baymills.org](http://www.baymills.org) under the employment section\*\***