



# EMPLOYMENT OPPORTUNITY WITH SASKATOON CO-OP

**Position:** Home Centre Clerk (Cash)

## **Responsibilities:**

- To provide information, assistance and service to customers which will promote the sale of merchandise and meet the needs and requirements of the customer
- To unpack, check, price and otherwise prepare merchandise for sale
- To perform general housekeeping duties, including dusting shelves and merchandise and keeping aisle free from litter and obstruction
- To perform carryout services for customers as requested
- To stock shelves, counters and display areas with merchandise as required
- To advise the manager of special or out-of-stock merchandise requested by customers
- To adjust minor complaints in accordance with general sales policy and to refer more serious complaints to the appropriate personnel
- To operate a cash register and prepare daily reconciliation as assigned
- To maintain a constant alert against the unauthorized removal of merchandise
- To perform other duties as assigned

## **Qualifications:**

- Applicants must be strongly service-oriented and motivated, and capable of serving and assisting customers in a courteous and efficient manner
- Applicants must be proficient in cash register operation (**minimum 6 months cash handling experience**)
- Applicants must be prepared to increase product knowledge and improve selling techniques through special courses, product clinics and training sessions
- Applicants must possess sufficient experience of Hardware and Building materials to effectively operate in all areas of the department

**If you are interested in this job posting please apply to Saskatoon Co-op Human Resources, located upstairs in the Avenue C Home Centre (311 Circle Dr. West).**