

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

**SALES CLERK, FOOD** (Grocery Clerk; Meat Counter Clerk; Produce Clerk; Sales Clerk, Fish)

**DOT: 290.477-018 / O\*NET-SOC: 41-2021.00 SVP 3**

*Job Description:* Obtains food items requested by customers in retail food store, totals customer bills, receives payment, and makes change. *Physical Demands* - Active/with medium lifting, carrying, or moving (up to 50 lbs); *General Educational Development* - R3 M2 L3;- *Aptitudes* - Average General Learning Ability, Verbal, Numerical, Form Perception, Clerical Perception, Motor Coordination, and Finger Dexterity.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate ability to appropriately fill customer orders, performing duties such as obtaining items from shelves, freezers, coolers, bins, tables, or containers; cleaning poultry; scaling and trimming fish; slicing meat or cheese, using slicing machine; decorating cakes, preparing take-out sandwiches and salads; dispensing beverages; and warming food items in oven. (R, IN, S, T)
2. Can demonstrate ability to accurately weigh items, such as produce, meat and poultry, to determine correct price. (R, IN, S, T)
3. Can demonstrate ability to accurately itemize and total customer merchandise selection at check-out counter, using cash register, electric scanner, computer, calculator, or paper and pencil. (R, IN, S, T)
4. Can demonstrate ability to appropriately inform customer of total price of purchases. (IN, I, S)
5. Can demonstrate proper procedures for collecting cash, personal check, charge, or debit card payment from customer for purchases. (R, IN, S, T)
6. Can demonstrate ability to return proper change for cash transactions. (R, IN, S)
7. Can demonstrate ability to appropriately bag, box, or wrap purchases for customer. (R, IN, S)
8. Can demonstrate ability to appropriately set up displays and stock shelves, coolers, counter, bins, tables, freezers, containers, or trays with new merchandise. (R, IN, S)
9. Can demonstrate proper procedures used to stamp, mark or tag prices on merchandise. (R, IN, S)
10. Can demonstrate ability to take accurate inventories and order products from warehouse or supplier, as requested. (R, IN, S)
11. Can demonstrate proper technique used to clean shelves, bins, tables, and coolers. (R, IN, S)
12. Can demonstrate ability to appropriately answer questions, provide information, and make recommendations, as needed, to meet customer needs. (R, IN, I, S)
13. Can demonstrate ability to appropriately write customer orders. (R, IN, I, S)
14. Can demonstrate understanding of company's policies, procedures, and equipment operation, and security. (R, IN, S, T)
15. Can demonstrate ability to deal with people beyond giving and receiving instructions. (I)