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## JOB DESCRIPTION

**JOB TITLE:** SEASONAL PART TIME (TEMPORARY) UTILITY CLERK    **REPORTS TO:** LDF COUNTRY MARKET MANAGEMENT

**CLASSIFICATION:** NON-EXEMPT

**PAY GRADE:** \$10.50 HOURLY

**POST DATE:** APRIL 30TH, 2021

**CLOSING DATE:** MAY 13TH, 2021

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**SUMMARY/OBJECTIVE:** The primary responsibility of this position is to maintain a clean, current and well working environment for employees and customers.

**ESSENTIAL FUNCTIONS:** Specific duties include, but are not limited, to the following:

- Provide exceptional customer service by performing the Customer Service Fundamentals (i.e. Fun 5) in all interactions with customers.
- Sweep store floors, parking lot and sidewalk daily.
- Collect carts and navigate external grounds surrounding building and free of trash and other items dropped in designated areas.
- Maintain window cleanliness at entry doors, equipment glass doors, equipment chrome trim and other high traffic areas.
- Continually work with store management on auditing expiration dates of inventory.
- Spot mop or sweep as needed.
- Stock shelves by practicing proper rotation standards and merchandising.
- Clean bathrooms and fill paper as needed and as scheduled during shift hours.
- Change light bulbs, cut grass, sanitize holding coolers, monitor and dispose of all garbage, fill beverage coolers and perform other daily duties.
- Ability to review task calendar and perform light maintenance and equipment preventative maintenance.
- Ability to work with limited supervision and follow written plans that may consist of daily checklists, deep clean calendars, preventive maintenance calendar, special event needs as scheduled, etc.
- Ability to read and follow material safety data sheets for chemical cleaners and de-greasers.
- Monitor gas station service areas for need to maintain cleanliness, supplies stocked at pumps, dispensers and surrounding equipment kept free of debris.
- Assist in other areas and perform other duties as assigned, including occasional cashier and deli duties such as:
  - Utilize POS system for grocery, gas or other areas as needed.
  - Weighing, packing and pricing deli items for customers.

**EXPECTATIONS/ABILITIES:**

- Our desired candidate will be dependable, self-motivated and people-oriented with strong ability to work in a fast-paced environment while maintaining total customer focus.
- Ability to communicate effectively.
- Must pay attention to detail, be able to accurately complete customer transactions.
- Must have good mathematical skills.
- Comply with and consistently execute the Fun 5 when engaging with customers.
- Ability to communicate effectively.
- Must be adaptable, with the ability to effectively prioritize responsibilities, adapt to the ever changing, high volume retail environment while working as part of a cross-functional team.

LDF Business Development Corporation  
14284 HWY 70W  
PO Box 155  
Lac du Flambeau, WI 54538  
Phone: 715.388.0502 Fax: 866.423.6104



**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**SUPERVISORY RESPONSIBILITY:** This position has no direct supervisory responsibilities.

**WORK ENVIRONMENT:** This job operates in a fast pace retail environment and will have exposure to differentials in temperature. Exposure to cooking equipment, deli/bakery utensils, and serving high volume of customers. Some extreme temperatures are possible, including helping to maintain the exterior of the building at all times of the year and occasionally working in a refrigerated environment. Must have ability to work outdoors, shoveling, cutting grass and picking up debris as needed. This role routinely uses standard cleaning equipment and operates small machinery; such as lawn mowers, snow blowers, leaf blower, pressure washer and power tools.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to talk and hear. Bending or standing as necessary.
- Ability to lift 50 pounds to shoulder height and possibly up to 25 pounds overhead.

**POSITION TYPE/EXPECTED HOURS OF WORK:** Part time (20-24 hours per week), 3 month temporary position (June - August). Days and hours of work vary Sunday through Saturday during hours of operation from 6am - 9:30pm. Must be able to work flexible hours including morning, evening, weekend, and holidays. Must attend all mandatory meetings and participate in trainings.

**TRAVEL:** No travel is expected for this position.

**REQUIRED EDUCATION AND EXPERIENCE:** High school diploma or equivalent is required. 1-year work experience in the retail industry is preferred.

**CORPORATION STANDARDS:** The foundation of success is found in meeting the following LDF Country Market expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Country Market is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen.

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## COUNTRY MARKET

**EEO STATEMENT:** LDF Country Market provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

**HOW TO APPLY:** To apply for this position please submit an application and and background documents on our website: [www.ldfbd.com](http://www.ldfbd.com)

Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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