



JOB DESCRIPTION

JOB TITLE: UTILITY CLERK

REPORTS TO: SUPERVISOR

CLASSIFICATION: NON-EXEMPT

PAY GRADE: \$13.00/HOUR (GRADE 1)

POST DATE:

CLOSING DATE: OPEN UNTIL FILLED

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 Ojibwe Market
PO Box 155

Lac du Flambeau, WI 54538

Phone: 715.588.3447 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-paced 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 or hear, stand, walk, use hands to finger, handle or feel; reach with hands and arms and stoop, kneel, crouch, or crawl
- Occasionally required to sit, climb or balance
- Frequent differentials in temperature. Inside - 95% Outside - 5%. Some extreme temperatures are possible; occasionally working in a refrigerated environment.
- Must lift and or move up to 50 pounds safely
- Ability to maintain regular, reliable attendance

POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time position will 40 hours per week expected. Days and hours of work vary Sunday through Saturday during hours of operation 6:00 am to 9:30 pm. Must be able to work flexible hours including mornings, evenings, weekends, 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 Ojibwe 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 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 considers long-term implications of ones' actions

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- 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 Ojibwe 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.

EEO STATEMENT: LDF Ojibwe 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 apply online at ldfbdc.com

Employee signature indicates the employee's understanding of job requirements, essential functions, and duties of the position.

Print: _____ Signature: _____ Date: _____