



## Randall's Farm & Greenhouse

631 Center Street  
Ludlow, MA 01056

### **Job Description: Produce Clerk**

#### **Reports to: Produce Manager/Assistant Produce Manager**

The primary responsibilities of a Produce Clerk include merchandising, filling, and culling of fresh produce, customer service, product knowledge, load/unload and store produce. Maintain sanitation of produce areas including cooler, produce prep area, and store. Stock Dairy case as necessary. Performs other related duties as assigned including assisting other departments.

#### **Daily Tasks Include:**

- Customer Service: Greeting customers promptly and politely, assisting with their purchases. Demonstrate product knowledge.
- Proper handling of fresh produce including culling, filling, and rotation of product.
- Merchandising product attractively
- Prepare, package, and label produce for retail sales.
- Load/unload rotate, and store produce freight as it arrives.
- Follow sanitation policies, maintain cleanliness of produce prep and sales areas
- Dispose of trash and recycling properly.
- Stock Dairy case according to established guidelines including rotation of dates.
- Assist with customer carry-out.
- Collect carriages
- Follow all price guidelines for wholesale and retail produce.
- Operate pallet jack and for lift with proper training and the approval of the Manager/Asst. Manager.
- Deliver/pickup product with approval of the Manager (drivers must be 18 y.o.).
- Maintains proper dress and adheres to company policies.

Minimum Education: Two years High School

Age Requirement: Must be minimum 16 years old.

Minimum Experience: On the job training

Skills: Must be able to follow oral and written instructions and established procedures.

Physical Requirements: Prolonged standing/walking required. Moderate to strenuous physical effort: (lift/carry frequent up to 50#.)

Working Conditions: Subject to burns and cuts; exposed to hazards of heat and cold of freezer, wetness, cold, and outdoor elements.