



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Sub Worker Grocery Clerk
PROGRAM:	Village Market
OPENING DATE:	Ongoing
CLOSING DATE:	Ongoing
HOURS/WEEK:	Varies
STATUS:	Temporary, Non-benefitted, Non-exempt

SCHEDULE: Monday-Sunday 9am to 1pm, 2:30pm-6:30pm, 5:30pm to 9:30pm, or 2:30pm to 9:30pm. However, this schedule may be adjusted according to the needs of the program

WAGE/BENEFITS: \$11.25 per hour. Ineligible for benefits except as required by law.

TO APPLY: Submit a resume and cover letter to Ryan Schoonover, c/o 707 NE Couch St, Portland, OR 97232, by e-mail to rschoonover@janusyouth.org.

Due to the volume of applications received, we regret that we can contact only those applicants who are invited to interview. If it happens that you are not contacted to arrange an interview, please know that we are grateful for your interest in employment opportunities at Janus Youth Programs.

Janus Youth Programs, Inc. is an Equal Opportunity Employer. Find out more about Janus at our website, www.janusyouth.org!

SUMMARY: Village Gardens, a program of Janus Youth Programs, supports people living in Oregon's largest affordable housing neighborhoods to grow their own food, gain employment through locally created food projects and have access to a community-run grocery store, Village Market.

Village Market is a community-designed and operated, healthy corner grocery store in the heart of New Columbia in North Portland. As part of the Village Gardens program, Village Market builds community, promotes health, offers fresh, healthy, sustainably raised foods, and inspires a sense of hope for the neighborhood. For more information about the market, please visit <http://www.villagegardens.org/village-market>.

The Sub Worker Grocery Clerk will cover Grocery Clerk shifts when there are call outs, schedule gaps, and sick staff. The Sub Worker position is a great way to gain experience as a Grocery Clerk at Village Market. The Grocery Store Clerk is responsible for a full range of activities within the Village Market store, including: providing outstanding customer service; checking out customers at the register quickly and accurately; stocking shelves and rotating inventory; tagging items and making signs; keeping the store clean and orderly; and maintaining a safe and positive environment in the market.

QUALIFICATIONS: Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying.

REQUIRED ABILITIES:

- Excellent customer service skills, including display of friendliness, helpfulness and patience while assisting customers.

- Able to communicate effectively and to read and understand English.
- Ability to follow directions.
- Willing to continuously learn and willing to ask for support and help.
- Basic math skills, including the ability to identify/count money and make correct change.
- Ability to stand for long periods of time. Ability to lift up to 30 pounds on a regular basis and up to 50 pounds on an occasional basis.
- Must value working in a multicultural/diverse environment.
- Requires working effectively within a team dependent environment.
- Demonstrated ability to accept feedback and supervision and act upon feedback provided.
- Extensive exercise of independent and team-coordinated direction and judgment.
- Ability to work effectively with diverse cultures.
- Perform routine tasks (cleaning, cashiering, stocking, emptying trash, etc.)

OTHER REQUIREMENTS:

- Driving is not required. All employees who drive for work purposes must have and maintain a valid driver's license for state of residency, have a driving record that permits coverage under the corporate auto liability policy, and complete the agency's driving approval process before driving for work. If driving a personal vehicle for work purposes drivers must also have personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). Employees are not to drive for work purposes until they have received written authorization to do so.
- Bloodborne Pathogens training is required on first day of employment and annually thereafter.
- Must complete Mandatory Abuse Training within the first 30 days of employment and annually thereafter.
- Must pass criminal history background check.
- Food Handler's Certification.
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WORKING CONDITIONS:

- May involve exposure to communicable diseases, including a variety of illnesses and infections such as the common cold, TB, Hepatitis, flu, meningitis, and HIV.
- May involve time in excess of routine schedule and/or overtime, including evening and/or weekend hours *and/or* holidays.
- May require working and providing services at locations other than program site (i.e., restaurant, café, community events, etc.) and may, therefore, be exposed to environments not under agency control (i.e., second-hand smoke, varying hygiene practices, etc.).

This position description is intended to give the reader a general idea of the overall purpose and the main activities and responsibilities that are intrinsic to this position. While this description is intended to be representative, it is not intended to be limiting.

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