

# Hardware Clerk (Part Time)



You're at home here.

The Co-operative Retailing System (CRS) is a unique, multi-billion dollar organization based on the fundamental principles of co-operation. It is comprised of a network of approximately 200 autonomous retail co-operatives across Western Canada along with their branch operations, and Federated Co-operatives Limited (FCL). FCL is the wholesaling/manufacturing arm of the CRS, which provides the retail co-ops with a range of products and services. Ucluelet Consumers Co-operative Association invites applications for the position of Clerk Cashier.

As a Hardware Clerk with the Ucluelet Co-op you are responsible for delivering personalized service. At the Co-op, we strive to establish a relationship with our members and encourage them to continue.

## **Duties & Responsibilities:**

- Come to work with a positive, professional approach and attitude
- Be dependable for all scheduled shifts
- Provide outstanding courteous customer service
- Be familiar with and adhere to all Ucluelet Co-op policies and procedures
- Provide information, assistance and service to customers in a manner which will promote the sale of merchandise and meet the needs of the customer
- Order merchandise as directed by the Hardware Manager
- Assist in general stock duties, including filling shelves when not cashing
- Perform receiving duties when required
- Handle customer complaints and adjustments
- Perform general housekeeping duties
- Other duties as assigned

## **Qualifications:**

- Previous retail experience is considered an asset
- Excellent customer service skills
- Attention to detail
- Previous cash handling skills

We welcome candidates with a combination of relevant education and experience to apply.

## **Working Conditions:**

Flexible, must be willing to work a variety of hours, including days, evenings as well as weekends and holidays based on the business needs

## **Physical Requirements:**

- Constant standing and walking throughout shift for up to 8 hours
- Physically demanding; frequent lifting and carrying up to 50 lbs
- Kneeling, pushing, pulling, lifting
- Occasional ascending or descending stairs

## **Ucluelet Consumers Co-op offers the following:**

- Full Benefits Plan including MSP, Extended Health Care, Dental, Life Insurance & Long-Term Disability Insurance upon hiring
- Employee Family Assistance Program
- Competitive wages paid bi-weekly
- Tuition Assistance
- Excellent Opportunities for further development and advancement

If you would like to be a part of our exciting team email a resume and cover letter to [hr@uclueletcoop.com](mailto:hr@uclueletcoop.com) with the subject line "Hardware Clerk" or apply in person with your resume at our location at 1580 Peninsula Road.

*Join Our Team!*