

Career Opportunity



The Pincher Creek Co-op is currently accepting applications for a **Home Centre Clerk** to join our team at our **Cowley** location. This is a **Temporary/Part-Time** position, and required to start as soon as possible. The successful candidate will be reporting to the **Head Hardware Clerk**. The details of the responsibilities are as follows:

RESPONSIBILITIES:

- Provide exceptional member service with a positive, professional approach and attitude toward customers.
- Be dependable for all scheduled shifts (Monday through Saturday).
- Process member transactions in a timely, efficient, and accurate manner.
- Operate cash register and prepare daily cash reconciliations.
- Unpack, check price and prepare merchandise for sale.
- Ensure that traffic areas are kept clean and orderly at all times.
- Stock shelves, counters and display areas with merchandise as required.
- Inform the Manager of special or out-of-stock merchandise requested by customers.
- Operate and maintain all equipment and tools in a safe and responsible manner.
- Maintain a neat, clean, and orderly location at all times by using good housekeeping standards.
- Adhere to all Pincher Creek Cooperative Association policies and procedures.
- Participate in the Health and Safety program, including wearing all the required PPE.
- Other duties as assigned.

REQUIREMENTS:

- Cashier experience is an asset.
- Experience in Hardware.
- Strong work ethic and ability to work in a team environment.
- Willing to learn and advance in the Co-op.
- Take directions from supervisors and willing to work.
- Build positive relationships with Customers and Co-workers.
- Clean, Neat Appearance and have positive attitude.
- Able to work all shifts.
- Excellent customer service skills.

**A COMBINATION OF RELEVANT EDUCATION AND EXPERIENCE MAY BE CONSIDERED*

If you require additional information, please contact:

Jazmin Andino - Office Ext. 403-627-2667 Ext.126

Job Types: Part-time, Temporary, Seasonal

Pay: From \$17.00 per hour

Benefits:

- On-site parking

Work Location: In person