



## Job Announcement

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<b>Job Title:</b>	Lead Store Clerk	<b>Entity:</b>	Mill Bay Smoke Shack
<b>Reports To:</b>	Store Manager	<b>Salary Grade:</b>	\$8.63 - \$11.05
<b>FLSA Classification:</b>	Non-Exempt	<b>Closing Date:</b>	October 7, 2009

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### Summary:

Provides staff with effective guidance and assistance in regards to accomplishing the goals and objectives of the store; performs duties in a customer service friendly, efficient and profitable manner that promotes superior staff, customer and vendor relations; may act as store manager when assigned.

### Knowledge, Skills, and Abilities (Minimum Qualifications):

- High School diploma or GED.
- Must be over 18 years of age.
- Minimum one (1) year experience in a grocery store setting.
- Previous supervisory experience preferred.
- Must possess excellent verbal and written communication skills.
- Must have good organizational and problem-solving skills.
- Must have excellent customer service and employee relations skills.
- Ability to add, subtract, multiply and divide; also may compute discounts, fractions, ratios and percentages.
- Ability to effectively exercise independent discretionary judgement.
- Ability to effectively lead, motivate and develop employees.
- Must possess a current and valid Food Handler's Card.
- Ability to work irregular hours, including nights, weekends and holidays.

### Physical Demands / Work Environment:

- Manual and finger dexterity as required to perform daily job duties.
- Ability to occasionally sit for prolonged periods of time.
- Ability to frequently walk and/or stand for prolonged periods of time.
- Ability to frequently lift and/or move up to 35 pounds.
- Ability to occasionally lift and/or move up to 50 pounds.
- Ability to frequently bend, squat and/or stoop.
- Ability to frequently reach, climb and/or crawl.
- Frequently exposed to outside weather conditions, including variations in temperature and precipitation.

### DRUG TEST REQUIRED IN ACCORDANCE WITH CTEC POLICY

Submit resumes to: CTEC, Attn: HR P.O. Box 5, Coulee Dam, WA 99116, or to [debi@ctecorp.org](mailto:debi@ctecorp.org) or call 634-3208 if you require more information.

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