



Fresh Foods Clerk

DEPARTMENT	REPORTS TO	PAY CLASSIFICATION	LAST UPDATED
30 Prepared Foods	Fresh Foods Manager	Hourly-Non-Exempt	March 16, 2026

Job Summary

To serve customers, keep fresh foods supplies stocked and organized, and assist in keeping all fresh food areas clean.

About Caledonia Food Co-op

Caledonia Food Co-op is a member-owned grocery store that draws together the diverse communities of Caledonia County and surrounding areas in an inclusive space supporting food justice, local resilience, environmental stewardship, area food producers and a vibrant downtown St. Johnsbury.

Essential Job Duties

- ✓ Provide prompt, friendly and courteous customer service to include offering samples, answering questions, and making suggestions.
- ✓ Prepare, portion, and package product(s) per customer request.
- ✓ Ensure that the fresh food cases are clean, stocked, rotated, garnished, and appealing to customers during entirety of shift.
- ✓ Follow established sanitation procedures per health department code.
- ✓ Ability to enter correct PLU's for products into the scale system.
- ✓ Wash dishes as needed/necessary
- ✓ Chopping, slicing, and cutting of food items with accuracy and precision
- ✓ Proper labeling, dating and storage of prepared food items

Additional Duties

- ✓ Assist in other duties/special projects as assigned

Essential Skills

- ✓ Good customer service skills for both internal and external customers
- ✓ Strong attention to detail
- ✓ Excellent interpersonal skills
- ✓ Ability to take direction and work independently
- ✓ Ability to multi-task and good organizational skills

Essential Mental & Physical Requirements

- ✓ Works with guidance from Department Manager
- ✓ Performs a variety of tasks as dictated by department demands
- ✓ Standing for long periods, bending, walking, reaching, and sitting



- ✓ Able to lift and carry up 30 lbs. on a limited basis

Experience and Educational Requirements

- ✓ There are no educational requirements, though deli or natural foods experience is a plus.

Other Qualifications

- ✓ Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA & other federal, state & local standards - including meeting qualitative and/or quantitative productivity standards
- ✓ Ability to maintain reasonably regular, punctual attendance consistent with the ADA, FMLA & other federal, state and local standards
- ✓ Compliance with all personnel policies

Important Disclaimer Notice

The job duties, elements and responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The Co-op does reserve the right to revise this job description at any time and require employees to perform other job duties as assigned.