



JOB POSTING

Retail Clerks

Job Duties:

- Adhere to company policy as needed
- Properly greet customer, take and fill order, answer questions
- Enter sales in POS system and collect payment
- Close sale and release order to customer
- Properly balance cash trays after shift
- Stocking Shelves and assist in inventory control procedures
- Assist in the resolution of any cash balance problems
- Notify Supervisors of broken or damaged equipment
- Clean and organize product displays as needed
- Clean front counter and mop floors on routine basis or as directed
- Clean bathrooms as required
- Clean register screens according to proper maintenance requirements
- Empty garbage and cardboard from location and place in the proper bins at back

Qualifications:

- Currently enrolled in or completion of Secondary School Diploma Program
- General caring and appreciative nature towards customer's business
- Ability to move quickly and safely in confined area
- Ability to travel to the store location for shifts
- Must be able to provide a clear CPIC upon hiring

Classification: Part Time

Closing Date: As Necessary

Apply with Resume or Application:

Island View Business Centre, Attention Scott Jacobs
7155 Black River Road, Unit 1, P.O. Box N-16, R.R. #2,
Georgina Island First Nation, Sutton West, Ontario, L0E 1R0
Phone: 705- 513-2535
Fax: 705-513-2537
e-mail: leslie.mccue@hotmail.com or scott.jacobs@islandviewbc.com

**Application Forms are available at the Island View Business Centre Office
Only those that are considered for an interview will be contacted**