



TITLE: Culinary Retail Clerk

CLASSIFICATION: Classified

SALARY GRADE: G

JOB DESCRIPTION:

Under general supervision, provides retail customer service in the Culinary Arts Bakery and Café; ensures a welcoming environment for customers; operates point of sale (POS) system; maintains a clean and organized work environment.

SCOPE:

The Culinary Retail Clerk performs day-to-day tasks in the retail bakery and café, follows all cashier and point of sale (POS) procedures, provides customer service, assists with cleaning of the café, bakery, production kitchen(s) and food storage areas, and ensures that the café/bakery operation runs efficiently.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Operates cash register, using point of sale (POS) system.
2. Sets up café and tracks and maintains inventory.
3. Makes espresso and other coffee drinks.
4. Assists in packaging retail items, beverages and food orders.
5. Maintains cleanliness and sanitation of assigned areas at the Culinary Center; disposes of trash, recycling, & compost.
6. Tracks product availability, prices, and special orders with direction from faculty and staff; updates product inventory and pricing in the POS system; makes deliveries of large or specialized orders.
7. Prepares daily deposit.
8. Supports off-site Culinary events.
9. Trains and directs the work of student employees.
10. Organizes tools, machinery and equipment at the Culinary Center.

ABILITY TO:

Interpret and apply the rules, regulations and policies of the Culinary Café & Bakery and the Sonoma County Health Department; perform basic math skills with accuracy; work in a busy retail setting; provide efficient customer service; communicate effectively both orally and in writing; understand, program and operate the POS system; maintain accurate records; maintain cooperative working relationships; and demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Principles and practices of retail sales, credit card transactions, and cash handling; operating POS systems; safe food handling procedures; cleaning and organizing production kitchens and food storage areas; organizing and maintaining teaching kitchens; standard office productivity software.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High School Diploma or equivalent. SRJC Culinary Arts, Front House Operations, and/or Baking & Pastry Certificate is preferred.

EXPERIENCE:

Previous (1 year or less of full-time or part-time equivalent) experience providing customer service in a retail or food service environment.

LICENSE OR CERTIFICATE:

- California Food Handler's Card
- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing for extended periods of time, climbing or walking.