

<b>Job title</b>	<i>Cook/Cashier</i>	<b>Job Classification</b>	<i>Hourly Non-exempt</i>
<b>Reports to</b>	<i>Store Manager/Assistant Manager</i>	<b>Salary Range</b>	\$9.50-\$11.50

### About Pro Cooperative

**Our Mission:** Building lasting partnerships by being PROactive, PROgressive and PROfessional.

**Our Vision:** To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

### Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

### Job purpose

- The position of a cook/cashier is of great significance to Rolfe Heartland, a subsidy of Pro Cooperative.
  - A person in this position is responsible to provide strong customer service to all customers and assist them with all transaction for the purchase of goods.
  - This role requires a collaborative working attitude as well as the ability to perform tasks with the utmost concentration and dedication in a safe and efficient manner.

### Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently. Basic requirements include, but are not limited to the following:

- Provide assistance to customers by making available information on products, and their benefits
- Greet customers as they enter the store premises and also as they step out.
- Ensure that the store is clean and in order at all times.
- Answer phone calls by using proper phone etiquette
- Operating cash register/point of sale systems.
- Receive food orders from customers & prepare efficiently & accurately.
- Operating kitchen equipment and perform general cleaning/maintenance (equipment includes, but is not limited to: ovens, fryers, coolers, freezers).
- Follow all company and state guidelines regarding food preparation/safety.
- Take time/temperature readings at appropriate times and log as directed by manager.
- Maintain neat and clean appearance in all check out areas as well as areas where food is prepared, sold, and/or stored.
- Keep all merchandise stocked, rotated, and/or date marked.
- Clean inside the store: windows/cooler doors, counters, floors, aisles, and empty trash cans.
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.

- Perform all other duties as assigned.
- Comply with Rolfe Heartland’s policies, including Rolfe Heartland’s safety policies

**Qualifications**

Qualifications include:

- Ability to multitask and prioritize tasks.
- Ability to be courteous, friendly and positive with all customers, co-workers, visitors, and the general public.
- Ability to communicate effectively and demonstrate teamwork
- Maintain a safe working environment.
- Must be able to provide any level of coverage if needed, including nights, weekends, and/or holidays and work extended hours when needed.

**Working conditions**

Store setting at room temperature. Inside about 90% of the time and occasional work outside potentially being exposed to extreme weather conditions at times.

**Physical requirements**

Must be able to frequently lift up to 10 lbs and occasionally lift up to 50 lbs. Employee must be able to occasionally bend, squat, kneel, climb/balance, pull/push, reach from above shoulder level, and lift from high/low position. Requires corrected vision and hearing to normal range, manual and finger dexterity and eye-hand coordination.

**Direct reports**

None

<b>Approved by:</b>	<i>Ofelia Rumbo/Human Resources Manager</i>
<b>Date approved:</b>	<i>08/01/2019</i>
<b>Reviewed:</b>	<i>08/01/2019</i>

*Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position. This document doesn’t constitute a contract of employment. Company may exercise its employment-at-will rights at any time.*

*Employee (Print & Sign): \_\_\_\_\_ Date: \_\_\_\_\_*