

STOCK CLERK

DEPARTMENT	Mobile Grocery Store
GRADE	1
CLASSIFICATION	Non-Exempt
REPORTS TO	Community Market Director
SAFETY SENSITIVE	Yes

Employee must understand that he/she is an ambassador for the Agency and represents Agency values and principals. Attitude and personal appearance are important ingredients to public relations and representation of Community Action Development Corporation (CADC). Dress and personal appearance requirements may be made by Program Directors and the Executive Director that project appropriate image or impact health and safety issues.

CADC IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER.

Job Summary

The Full-Time Stock Clerk is responsible for maintaining the daily operation of the Mobile Grocery Store Trailer, ensuring it is clean, organized, and fully stocked at the end of each day. This role is vital to keeping the mobile grocery store stocked and ready to serve customers in the community each day. The clerk will also work as a sales associate/field representative responsible for assisting customers, processing transactions, and supporting daily operations. This roll will include travel to various locations, handling cash and electronic payments, and operating a point-of-sale (POS) system.

Key Responsibilities

1. Clean and maintain the Mobile Grocery Store trailer daily, ensuring a sanitary and organized shopping environment.
 2. Stock shelves and coolers with grocery products according to planograms and rotation schedules.
 3. Picking up inventory supplies as needed. Unload deliveries and properly store items in designated areas in a FIFO system.
 4. Check product freshness and remove expired or damaged items. Assist with data entry- key punch incoming inventory deliveries as needed.
 5. Follow all sanitation, safety, and company policies.
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Qualifications

Education: High school diploma or equivalent preferred.

Experience: Prior experience in grocery, retail, or stock clerk roles is a plus.

Other: Strong attention to detail and time management skills. Dependable, self-motivated, and able to work independently. Valid driver's license preferred.

Physical Demands

Ability to lift 50–pounds and work in various environments (indoors/outdoors).

Additional Position Information

- Agency provides options for Health, Dental, Vision and Life Insurance and Retirement Benefits for full-time employees.
 - Agency provided leave program which includes but is not limited to paid holidays, annual leave and sick leave for full-time and part-time employees.
 - CADC is a drug free workplace which includes medical marijuana for safety sensitive positions.
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Acknowledgment

I have read and understand the job description. I agree to perform the responsibilities and meet the requirements as stated. I understand this document does not constitute a contract of employment and that duties may be modified by management as needed. I understand this job description is subject to change at any time.

Employee Signature: _____

Print Name: _____ **Date:** _____

How to Apply

Send resume and a brief cover letter describing your relevant experience as a Stock Clerk to sfraley@cadcok.org subject line "Stock Clerk Mobile Grocery Store — [Your Name]." Applications are accepted until position is filled. Candidates selected for an interview will be contacted.

Location: CADC-Frederick

Schedule: Full-time

Compensation

Hourly Wage: Typically ranges from \$10–\$12/hour depending on experience.

Variable shifts