



JOB DESCRIPTION

JOB TITLE: UTILITY CLERK

REPORTS TO: LDF COUNTRY MARKET MANAGEMENT

CLASSIFICATION: NON-EXEMPT

PAY GRADE: STARTING AT \$10.50 HOURLY

POST DATE:

CLOSING DATE: ON GOING

SUMMARY/OBJECTIVE: The primary responsibility of this position is to maintain a clean, current and well working environment for employees and customers.

ESSENTIAL FUNCTIONS: Specific duties include, but are not limited, to the following:

- Sweep store floors, parking lot and sidewalk daily.
- Continually work with store management on auditing expiration dates of inventory.
- Spot mop as needed.
- Stock shelves by practicing proper rotation standards.
- Clean bathrooms and fill paper as needed during midday hours.
- Provide point of sale support in gas station and/or store.
- Change light bulbs, cut grass, sanitize holding coolers, take out garbage, fill beverage coolers and perform other daily duties.
- Ability to work with limited supervision and follow written plans.
- Ability to read and follow material safety data sheets for chemical cleaners and de-greasers.
- Any other duties as assigned.

EXPECTATIONS/ABILITIES:

- Ability to communicate effectively.
- Must pay attention to detail, be able to accurately complete customer transactions.
- Operate or learn cash registers and control monitors.
- Must have good mathematical and customer service skills.
- Adaptability
- Prioritizing
- Must be able to work flexible schedule including weekends, nights and holidays.
- Comply with and consistently execute the specific 'Fundamentals of Customer Service' when engaging with customers.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

SUPERVISORY RESPONSIBILITY: This position has no direct supervisory responsibilities.

WORK ENVIRONMENT: This job operates in a fast pace retail environment and will have exposure to differentials in temperature. This role routinely uses standard cleaning equipment and operates small machinery; such as lawn mowers, snow blowers, leaf blower, pressure washer and power tools.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to talk and hear. Bending or standing as necessary.
- Ability to lift 50 pounds to shoulder height and possibly up to 25 pounds overhead.

LDF Business Development Corporation
14284 HWY 70W
PO Box 155
Lac du Flambeau, WI 54538
Phone: 715.388.0502 Fax: 866.423.6104



COUNTRY MARKET

POSITION TYPE/EXPECTED HOURS OF WORK: Days and hours of work vary Sunday through Saturday during hours of operation 6:00 am to 9:30 pm. Must be able to work flexible hours including mornings, evenings, weekends and holidays.

TRAVEL: No travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE: High school diploma or equivalent is required. 1-year work experience in the retail industry is preferred.

CORPORATION STANDARDS: The foundation of success is found in meeting the following LDF Country Market expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Country Market is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen.

EEO STATEMENT: LDF Country Market provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

HOW TO APPLY: To apply for this position please submit an application and resume to:

LDF BUSINESS DEVELOPMENT CORP.
ATTN: HUMAN RESOURCES
PO Box 155
LAC DU FLAMBEAU, WI 54538
866.423.6104 (FAX)
HR@LDFBDC.COM

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