



Job Description

Job Title	Produce Assistant
Department	Produce
Reports to	Produce Manager
Role Purpose	Prepare, stock, rotate and display fresh produce and respond to customer queries
Store values	In it together Above the line Courageous Think Customer

The key responsibilities described below are a broad overview of the responsibilities the role entails and are not intended to be all-inclusive. The responsibilities of the role may change from time to time in response to operational requirements and to meet the ongoing needs of the store.

Key responsibilities	• Unload and unpack daily deliveries • Prepare, trim and pack fresh produce • Display and rotate fresh produce • Respond to customer queries • Undertake produce department cleaning, remove rubbish and undertake other housekeeping • Perform regular temperature checks and maintain food safety standards
Skill requirements	• Physically fit to fulfil all tasks and responsibilities of the role • Good written and verbal communication skills • Good basic math skills • Customer service experience • Unit standards 497, 167 and 168 • Food retail or fresh food experience desired • Understanding of fresh produce desired
Key attributes	• Strong team player • Strong customer service • Ability to maintain high level of compliance