



EMPLOYMENT OPPORTUNITY

GROCERY/STOCK CLERK

Staffing Process Number – KTM-2025-002

The K'ai Tailé Market is seeking to fill one (1) full-time position of **Grocery/Stock Clerk**. This permanent role consists of 5 days on, 2 days off: 7.5-hour days, and 37.5 hours per week. Willingness to work variable shifts including evenings, weekends and holidays. The schedule may change from time to time to meet operational requirements. This role reports to the Grocery Floor Supervisor and is responsible for maintaining merchandise; unpacking and replenishing merchandise; restocking shelves and product presentation. This is a local position to **Fort Chipewyan, AB**; and the successful candidate is responsible for their own accommodation and transportation.

GENERAL RESPONSIBILITIES:

- Ensures quality of merchandise; rotating, preparing, packaging, pricing and labeling.
- Assists with merchandising and advertising.
- Take special orders from the customers.
- Ensure the practices of safety regulations.
- Responsible for maintenance, cleanliness, safety and sanitation of the equipment, preparation room and store.
- Follow safe food handling procedures.
- Stock store shelves.
- Willingness to be cross trained in other areas of the store.
- Other duties as assigned.

JOB QUALIFICATIONS:

- High School Diploma or a combination of education (Grade 10), training and experience is an asset.
- 1-2 years of supermarket or retail experience is an asset.
- Class 5 Driver's Licence is an asset.
- Microsoft computer skills (MSWord, Excel and Outlook).
- Excellent written and spoken communications skills.
- Thorough understanding of Health and Safety legislation, policies and practices.
- Approved Food Safety Certificate is required (two-day course) or training will be provided.

- Exceptional customer service skills with a talent for building customer loyalty.
- Strong organizational skills.
- Must be punctual, reliable and dependable.
- Willingness to work variable shifts including evenings, weekends and holidays.
- Ability to lift a minimum of 50 lbs.
- Ability to work independently and as a team member; and willingness to work in a diverse workforce.

Interested applicants are invited to drop off at the KTM Customer Service a covering letter and resume or to send via e-mail, quoting **Staffing Process Number: KTM-2025-002**, in confidence to: HR@acfn.com.

Closing Date: Resumes will be accepted until **January 27, 2025; by 5:00pm.**

Mahsi chogh/Thank you to all who apply, however, only those selected for an interview will be contacted.

Employment Equity is a factor in the selection process. Applicants are requested to include in their covering letter or résumé if they self-identify and are a member of the following group: Indigenous people (ACFN, MCFN, FMFN, etc., status or non-status, Inuit or Métis). Preference may be given to Indigenous people.

