

Store Clerk Duties and Responsibilities

A high-quality Store Clerk should be able to perform various duties and responsibilities. They should ensure that customers have a satisfactory shopping experience. Store Clerks should do this by attending to clients needs and answering any questions they might have regarding the store's products. The following are more duties and responsibilities to look out for in a Store Clerk candidate:

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- Receive customers and assist them with the selection of merchandise
- Greet, interact and monitor customers to assist the store in loss prevention
- Display and organize products in a store for the customers to locate easily
- Help customers in billing and payment processes at the stores counter
- Communicate information about product availability, nutritional information and ingredients
- Maintain the outlook of the store through dusting, cleaning and restocking merchandise on the shelves
- Handle record keeping and re-ordering systems
- Help with preparation for displays, trade shows and windows