



Job Description

Job Title: Grocery Assistant
Department: Gaining Ground Grocery
Organization: Chattanooga Food Center
Reports To: Grocery Manager
FLSA Status: Non-Exempt – Full-Time
Work Schedule: Wednesday-Saturday, 10:30am-7:00pm

ABOUT THE ORGANIZATION

The Chattanooga Food Center, a 501(c)(3) nonprofit organization, is seeking a Grocery Assistant for its food project, Gaining Ground Grocery. The Chattanooga Food Center's mission is to increase access to locally grown foods, provide nutrition education, and inspire engagement in regional agriculture.

POSITION SUMMARY

The Grocery Assistant is responsible for operating the grocery store and assisting patrons of Gaining Ground Grocery to achieve excellence in quality, service, and satisfaction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Prepares the store each day by arranging produce in a professional manner.
- Closes the store each day, including putting produce back into appropriate cold storage.
- Learns and describes product details to customers for all retail products.
- Receives and processes customer payments, including EBT/SNAP and Double Up Food Bucks tokens.
- Ensures bulk stations are properly stocked with necessary supplies for retrieving bulk items.
- Cleans and sanitizes all equipment, utensils, dishes, and work areas.
- Confirms proper functioning of freezers, refrigerators, and heating, by routinely checking temperatures on the respective equipment.
- Stocks supplies and retail products using the FIFO (First In, First Out) method, as well as assisting with inventory, ordering or receiving products, when directed by management.
- Maintains a positive and proactive attitude, to ensure a welcoming customer experience.
- Actively seeks to improve skills by setting and achieving personal development goals.
- Complies with all health and safety regulations.
- Performs other duties, as assigned by the Grocery Manager and/or the Executive Director.

SUPERVISORY RESPONSIBILITIES

This position does not require supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

REQUIRED:

- High school diploma or equivalent, or working towards diploma.
- Excellent interpersonal skills with a focus on customer service.
- Excellent time management skills.
- Excellent organizational skills and attention to detail.
- Ability to follow all safe food handling procedures and sanitation practices.
- Ability to serve customers quickly, efficiently, and kindly.

PREFERRED:

- Associate degree (or higher).
- One (1) year of professional work experience.

LANGUAGE SKILLS

- Verbal and written communication should be professional and accurate.

MATHEMATICAL SKILLS

- Understanding of simple math, as it relates to inventory and processing customer transactions.

REASONING ABILITY

- Analytical, decision-making, and problem-solving skills are required.

CERTIFICATES, LICENSES, REGISTRATIONS

- No certifications, license or registrations are required at this time.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of standing at a work counter, with shifts up to nine (9) hours.
- Must be able to lift up to 50 pounds on a daily basis.
- Must be able to climb up and down ladders and/or step stools.
- Must be able to work in an environment that may involve exposure to extreme heat or cold.

COMPENSATION & BENEFITS

- Starting Hourly Rate of Pay: \$15-\$18 plus opportunities for performance-based wage increase.
- Flexible schedule, as determined by the Grocery Manager and in accordance with store needs.
- Store is closed for all major holidays.

Please submit a resume and cover letter to Executive Director, Holly Martin, at hello@chattfoodcenter.org
The application deadline is midnight on 6/13/25.