



## Safeway Pre-Screening

Courtesy Clerk | Seafood Clerk | Bakery Clerk | Night Stocker  
Service Clerk/Deli | Floral Clerk | Food Clerk/Checker

**Step 1:** Apply on <http://www.careersatsafeway.com/>

**Step 2:** Register on <http://onecityonehire.org/prescreening/> and select EVENT TYPE "SAFEGWAY". Any issues or questions, please call 202.698.4781.

### Courtesy Clerk

As a key contact for Safeway, Inc. customers, provides friendly, courteous and helpful service. The primary function of this position is to bag and carry out groceries for customers. Also performs cleaning duties throughout the store as assigned. Works with checker to bag groceries, using either plastic or paper bags at customers request. Obtains bags and paper towels and supplies these to check stands as needed. Checks prices for other employees and customers as requested. Periodically patrols parking lot and inside areas of the store for shopping carts. Transports these shopping carts to the appropriate area within the store. Takes damaged or unwanted goods from check stand replace them on shelves or in storage area as appropriate. Performs cleaning as assigned by the store manager including scrubbing baking pans, pots, utensils, counters, shelves and equipment. Cleans employee lunch areas and restrooms. Cleans spills on the sales floor, as needed using either mop or broom and may mop floor in various departments. Picks up litter and clears walk ways outside the store. May remove and replace signs as directed.

### Seafood Clerk

Cuts, weighs, wraps and packages seafood for sale in the seafood section of a grocery store. Cleans product, weighs, wraps and places in display area. Logs temperature in freezer and cooler and maintains area in a cleanly condition.

### Bakery Clerk

As a front-line contact for Safeway Inc. customers provides friendly courteous and helpful service. Wraps and prices bakery goods and places goods on counters, tables and in display cases. Waits on customers, cleans shelves and display cases, keeps track of inventory. Prices wrapped items. Cleans, fills and rotates the self-serve displays and tables. Monitors throw-a ways. Works with customers to take special orders. Suggests additional items to customers. Slices bread using an automatic slicer. Cooperates with baker to determine which items need to be baked.

### Night Stocker

Stocks and faces merchandise on shelves in retail grocery store: Opens cases of merchandise, using case cutter. Places individual items on shelves, in proper place and attractive display. Faces items, by pulling them forward to edge of display, for attractive appearance. Dusts and washes shelves as needed. Checks temperatures in cold cases, coolers and freezers. Responsible for store security. Maintain all aisles with a clear walkway. May occasionally function as cashier/checker. Bail cardboard, clean floors.

### **Service Clerk/Deli**

As a primary contact for Safeway, Inc. customers, provides friendly, courteous and helpful service. Operates computerized cash register and electronic scale in store delicatessen to weigh, wrap, itemize and total customer's purchases. May take orders face to face or by telephone. Prepares sandwiches, barbecued and fried chicken, ribs, sausage, corn dogs, deli salads. Slices and wraps meats, cheeses for special order or to fill deli case. Prepares deli fruit or seasonal trays for display or special order. May replenish items in coffee area and deli case. Checks and maintains appropriate level of supplies in deli area. May retrieve cases from storage area and push on 6-wheeler or pallet jack to deli area. Unloads and stores in freezer, cooler or storage room as appropriate. Wipes down counters and cleans up spills. Washes dishes, pots, pans and utensils by hand or in machine. Sweep floors as needed. Clean interior of display cases. Change oil and filter in deep fryer and maintain/clean slicers and other food preparation equipment as necessary.

### **Floral Clerk**

As the key contact for Safeway, Inc. customers, provides friendly, courteous and helpful service. Uses both hands to handle plants, balloons, garden supplies and artificial flower arrangements. Stocks area daily with plants, balloons, garden supplies and artificial arrangements. Waters all plants. Designs floral arrangements with or without customer input. Cleans the floral department area. Takes inventory of all incoming stocks and supplies. Cleans and prepares bunches of flowers for display. Decorates plants with bows, wrap and ribbon. Inflates balloons for display and special orders. Checks plants for condition and inventory purposes. Prices plants and arrangements. Prepares and maintains displays of outdoor plants. Removes garbage and debris from floral area and maintains outside floral area. May prepare for delivery or deliver plants or displays to local area customers. Removes garbage and debris from floral area.

### **Food Clerk/Checker**

As the primary contact for Safeway, Inc. customers, provides friendly, courteous and helpful service. Operates computerized cash register at 36" high customer-unload check stand to itemize and total customer's purchases in grocery store. Uses both hands to pass items of varying weights in front of an electronic UPC code scanner. For bulky items, the UPC code can be hand entered into the system to avoid lifting or handling merchandise. Reviews price sheets to note price changes in sale items. Records prices and departments, subtotals taxable items and totals purchases on cash register. The latter is done automatically. Places purchased items in bags. Cashier has control of the weight of these bags. May input UPC information into keyboard 46 TO 51" high and 22 TO 26" directly in front of the cashier. Collects cash, check or charge payment from customer and makes change for transactions. Seldom stocks shelves and marks prices on items. Weighs items, redeems food stamps and promotional coupons, and cashes checks. May rarely add merchandise to the candy or magazine or other display racks near the check stand. Uses rag to wipe flat surfaces of check stand to remove moisture. May pick up litter from floor. May return merchandise found defective or unwanted by the customer to the appropriate location. May trouble shoot card reader or scanner errors. May replace paper in printers. May deal with customer complaints or price disputes. May answer telephone or make or answer intercom pages.