



Candy Clerk

About Us

Baltimore's Own. Family Owned.

We've been a Baltimore staple since 1944. As a family-owned grocery business, our mission has always been simple, to nourish our community through quality food, genuine service, and the care that comes from treating people like neighbors.

What began as a single neighborhood market has grown into two locations. While we've evolved over the decades, our values have stayed the same community first, pride in our work, and respect for the people we serve and work alongside every day.

Our vision is to continue building Baltimore's premier neighborhood grocery destination one where quality, craftsmanship, and community spirit come together. After more than 80 years, we're still growing, evolving, and investing in the people who make it all possible.

Position Summary: The Candy & Floral Clerk delivers exceptional customer service while maintaining an inviting, well-stocked, and visually appealing department. This role is responsible for fulfilling custom candy and floral orders, supporting coffee and gift sales, maintaining product quality and presentation, and contributing to overall department sales and profitability.

Responsibilities:

Customer Service & Sales

- Greet customers warmly and provide prompt, courteous assistance.
- Fulfill custom candy and floral orders accurately and efficiently.
- Offer product recommendations and assist customers with gift, floral, and coffee selections.
- Build strong relationships with customers to enhance loyalty and repeat business.
- Promote seasonal items, holidays, and special events to drive sales.
- Operate the cash register accurately and efficiently as needed.
- Fulfill balloon orders for customers in a timely manner by learning proper helium handling and safety techniques.
- Possess high-quality phone service skills to confidently receive orders and answer questions customers may have.

Product Preparation & Order Fulfillment

- Measure, package, and label bulk candy and coffee accurately while minimizing waste.
- Prepare floral arrangements and assist customers with bouquet or plant selections.
- Prepare gift baskets, bags, floral arrangements, chocolates, and specialty orders.
- Ensure all special orders are completed accurately and ready for scheduled pick-up or delivery.

PLEASE BE ADVISED THAT CANDIDATES MUST BE 18 OR OLDER TO BE CONSIDERED FOR EMPLOYMENT WITH EDDIE'S.



- Determine replenishment needs and assist with ordering bulk candy and coffee as directed.

Merchandising & Department Maintenance

- Maintain attractive product displays for candy, floral, coffee, gifts, and potted plants.
- Monitor product levels to ensure appropriate inventory availability.
- Rotate stock and remove outdated or damaged merchandise.
- Maintain clean counters, cases, shelves, and work areas.
- Perform routine plant and floral maintenance, including watering, trimming, and rotating for optimal presentation.

Inventory & Operations

- Assist with inventory counts and report low or unavailable items to management.
- Maintain knowledge of all department products and their location throughout the store.
- Follow proper food handling and safety procedures.
- Support department and store sales goals by working collaboratively with management and team members.
- Perform additional duties as assigned.

Performs additional duties as assigned to support front-end operations, enhance customer service, and ensure overall department efficiency in alignment with business needs and operational priorities.

Benefits: *This role is eligible for select benefits after completing one year of service, provided you meet the required minimum hours worked.*

- Medical, dental, and life insurance coverage
- Employee discount
- 401(k) retirement plan with company matching
- Flexible Spending Account (FSA)
- Paid time off (PTO)
- Competitive referral program
- Employee Assistance Program (EAP)

Salary: \$15-17/hr.

Compensation is based on years of relevant experience, demonstrated customer service ability, and overall ability to multitask.

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