

**JOB DESCRIPTION**

|                     |   |                   |                       |
|---------------------|---|-------------------|-----------------------|
| <b>Job Title</b>    | Stocker   | <b>Department</b> | Grocery               |
| <b>FLSA Status</b>  | Non-Exempt  | <b>Reports To</b> | Grocery Stock Manager |
|                     | <input type="checkbox"/> Fulltime <input checked="" type="checkbox"/> Part-time | <b>Hours</b>      | 30                    |
| <b>Date Created</b> | 6/1/2018  | <b>Approved</b>   |                       |

**Primary Functions:** The Stocker is responsible for unloading received goods and stocking shelves in a neat and orderly fashion.

**Essential Functions**

- Ensures compliance with company policies and procedures with respect to department operations, quality, safe food handling, to ensure compliance state, federal and OSHA safety and sanitation regulations.
- Cooperates with other departments in special promotions to help drive sales.
- Unload deliveries, unpack and place skids in designated areas by department.
- Maintain store appearance by rotating product, sustaining product levels, properly shrinking outdated product, checking expiration dates, ensuring shelves and displays are well-merchandised.
- Maintains backroom organization, appearance, safety and stock levels according to procedures.
- Any other duties as assigned.

**Competencies**

The Stocker must be self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have good interpersonal and communication skills, and interface well with management, and co-workers and customers. The Stocker must have knowledge of inventory and stocking procedures.

**Education and Experience**

High School Diploma or equivalent  
 1+ years' experience in retail stock and inventory management  
 Microsoft Office proficient preferred

**Physical Requirements**

Ability to be work in fluctuating temperature environments  
 Ability to be in a stationary position and/or move about for various intervals  
 Ability to utilize the phone (requiring auditory and verbal senses)  
 Ability to utilize scales and systems for various intervals (requiring finger dexterity/visual acuity)  
 Ability to reach bend, balance, lift and transport various objects using power equipment  
 Ability to lift up to 50 lbs.  
 Ability to travel independently (via plane/car)  
 Regular and predictable attendance

**Disclaimer**

*Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This description reflects management's assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.*