

JOB DESCRIPTION

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

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- Maintain store appearance by rotating product, sustaining product levels, properly shrinking outdated product, checking expiration dates, ensuring shelves and displays are well-merchandised.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.