

Head Stocker,
Effective November, 2010

Saver Group, Inc. **Job Description – HEAD STOCKER**

Reports to: Store Manager

Hourly Position

Note: This document describes the major responsibilities of the Saver Group Head Stocker. Management reserves the right to assign other duties as required to insure efficient store operations.

General Qualifications:

- Customer service orientation, friendly personality.
- Strong work ethic.
- Ability to self start to complete work assignments
- Ability to get to work at assigned times and complete assigned shifts.
- Desire to grow in the job.

Essential Functions/Job Responsibilities:

- Customer Service – Meet customer needs with a smiling face and remember that the customer always comes first. Always make our customers know that they are important and special to us. Handle all customer questions and concerns.
- Sales Floor Responsibilities:
 - ✓ Responsible for performance of other stockers.
 - ✓ Insure that all stockers are following proper procedures including pallet jack safety procedures.
 - ✓ Oversee paperwork; make sure that it accurate and on time.
 - ✓ Promotional Items – work with manager or assistant manager on displays.
 - ✓ Follow all store requirements when checking in vendors.
 - ✓ Stock Shelves – Cases on shelves must be kept neat and labeled. Stacks should not be too high for customers to reach.
 - ✓ Special Buys – All displays on the front and back of aisles must be kept full, faced and cleared of empty boxes at all times.
 - ✓ Stock Rotation – All products must be rotated as needed. Be aware of dates and changing of labels.
 - ✓ Dairy/ Frozen Foods/ Produce/Meat Cases – Should be checked throughout the day.
 - ✓ Shopping carts – When asked to get carts by a manager, clear the parking lot and arrange carts neatly in the cart corral.
 - ✓ Remove empty boxes as needed throughout the shift.
 - ✓ Sales floor sanitation – Sweep and spot mop sales floor as needed.
 - ✓ Always be aware of the possibility of product theft from the floor.

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- ✓ Perform all Stocker duties as assigned.
- ✓ Operate the cash register as required.

- Backroom Duties:
 - ✓ Entire area must always be kept neat and clean. Area must be swept at the end of each shift.
 - ✓ Backstock – must be kept neat and orderly in the backroom and when on pallets in aisles; back stock should be worked on non-load days.
 - ✓ Bales – Bales should be made as needed insuring that wires are tight and that bales are taken to a designated area and stored in a neat tight row. **Employees must be 18 years or older to operate the baler. There are no exceptions.**
 - ✓ Mop Area and Backroom Sink Area – All must be kept clean; rinse mops and empty all mop water nightly.
 - ✓ Restrooms – Restrooms must be cleaned as assigned.

- Load Day Responsibilities
 - ✓ Unload trucks with a manager present; Assist manager checking off load items and unloading trucks.
 - ✓ Direct other stocker with placement of pallets. Only one pallet of product in an aisle at one time; store all other stock in the back room.

Environmental Conditions/Physical Requirements

- Lift product boxes and equipment up to 75 lbs. (Required)
- Carry product boxes to sales floor. (Required)
- Exposure to outside weather conditions; taking out trash, gathering carts, etc.
- Extremely busy periods accompanied by slow periods; expected to be working at all times.
- May be required to be on one's feet for extended periods of time.
- Necessary to mop, clean and sweep the store on a regular basis.

Acknowledgement:

I have read and understand the description of the Head Stocker position in Saver Group, Inc. I understand that these essential functions/responsibilities must be performed on a regular basis unless otherwise stated by the Store Manager or Assistant Manager. Management may assign other duties as needed for efficient store operations. I am able and agree to perform the essential functions/responsibilities as outlined in the description.

Signature, Applicant/Employee Date

Witness Saver Group, Inc.