

Head Stocker,
Effective November, 2006

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

Reports to: Store Manager

Hourly Position

Note: The position of Head Stocker exists in certain stores. Major responsibilities of the Head Stocker are identified in italics below (in addition to all stocker responsibilities). 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.
- Acknowledge all non-smoking area's in the store – smoke in designated areas only.

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.*
 - ✓ *Oversee paperwork; make sure that it is completed accurately and on time.*
 - ✓ *Promotional Items – work with manager or assistant manager on displays.*
 - ✓ *Insure that all stockers are following proper procedures.*
 - ✓ *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.
 - ✓ TNT Wall of Values – 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; closing stocker must check, straighten and fill each night as needed.

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- ✓ Shopping carts – Always be ready to get carts from the parking lot; 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; scrub and buff entire floor nightly.
 - ✓ Always be aware of the possibility of product theft from the floor.
 - ✓ 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; backstock should be worked on non-load days.
 - ✓ Plastic and Garbage – Must be taken out daily by the closing stocker.
 - ✓ Bales – Bales should be made as needed insuring that wires are tight and that bales are taken to proper area behind the store and stored in a neat tight row. **Note: Only employees 18 years and older may 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; closing stocker must clean, sweep and mop restrooms nightly.
 - Load Day Responsibilities
 - ✓ *Oversee unloading of trucks. If store has Head Stocker, manager may delegate this responsibility; head stocker checks off all load items.*
 - ✓ Unload trucks with a manager present; 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, and cleaning areas outside the store.
- Extremely busy periods accompanied by slow periods; stockers are expected to be working at all times.
- May be required to be on one's feet for extended periods of time.
- Necessary to mop and sweep the store on a regular basis.
- Necessary to clean and sanitize restrooms on each shift worked.

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Acknowledgement:

I have read and understand the description of the 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.

Acknowledgement of Confidentiality Provision:

I understand that Saver Group, Inc. has agreed to protect the confidentiality of all confidential, proprietary or trade secret information concerning the Save-A-Lot Program. As an employee of Saver Group, I agree not to disclose any confidential, proprietary information or trade secret information with respect to the Save-A-Lot program to any third party. Confidential information may include, without limitation, procedures, operations and data used in the Program, know how, practices, methods of promotion, advertising and production, pricing and product information, forms, layout/design information, manuals, computer software and other technical information.

Signature, Applicant/Employee

Date

Witness, Saver Group, Inc.