

Stocker,
Effective, November, 2010

Saver Tarheel, LLC. Job Description – STOCKER

Reports to: Store Manager

Hourly Position

Note: This document describes the major responsibilities of the Saver Tarheel 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 requirements
- Ability to get to work at assigned starting times & 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:
 - ✓ Stock Shelves – Cases on shelves must be kept neat and labeled. Stacks should not be too high for customers to reach.
 - ✓ Special Buy 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.
 - ✓ 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.

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- 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
 - ✓ 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.
 - ✓ Check the load against the invoice for proper billing.
 - ✓ Report overages and shortages to the Store Manager.

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.

Acknowledgement:

I have read and understand the description of the Stocker position in Saver Tarheel, LLC. 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

Witness, Saver Tarheel, LLC.

Date