



Team Member – General Stocking/Ordering

Position Description

I. PURPOSE/FUNCTION (JOB SUMMARY):

This position is responsible for associating with guests and co-workers in an energetic, positive, friendly, and accommodating fashion. The Team Member is responsible for a variety of functions including:

- Merchandise display and stocking
- Maintaining store cleanliness and sanitation
- Providing excellent customer service going above and beyond the expected for our guests.

II. ESSENTIAL FUNCTIONS:

- Monitors inventory of product and places orders as needed.
- Receives and checks-in product delivered by suppliers and appropriately places such product into appropriate area in the store.
- Reports discrepancies with orders.
- Properly rotates product and checks dates frequently to ensure product freshness.
- Stocks coolers/displays – including store product from outside vendors.
- Ensures all products are full, fresh and fronted.
- Attends Holiday Wholesale Food Shows.
- Performs price changes as directed by management.
- Ensures that all store items have order tags, makes tags for shelves and orders tags as needed and places tags on shelves.
- Completes credit memos.
- Files invoices and credit memos.
- Tracks cost increases and ensures that the product is selling at the appropriate price.
- Works with Management to come up with innovative ideas to increase sales.
- Properly cleans and organizes storage areas and coolers.
- Checks signage for sales, promotions, etc.
- Any other associated function required to complete the tasks assigned by the Manager.

III. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- High School diploma or GED preferred.
- Must be able to lift 50 pounds on a routine basis.
- Must be able to bend, twist, turn, stand and lift a minimum of 50 lbs on a routine basis.
- Ability to work well under pressure while maintaining exceptional customer service.
- Good interpersonal skills to work with managers, co-workers and guests.

IV. Work Hours

- Full-Time positions available.
- Rotating schedule working day shift position.

- Holidays are mandatory and may involve schedule changes and/or additional hours depending on business needs.