

Frozen Food and Dairy Stocker

PRIMARY OBJECTIVE:

To provide stocking support for Frozen Food and Dairy Department. To contribute towards ensuring a positive shopping environment for our customer.

NATURE AND SCOPE:

Emphasis in this position is on stocking, load cutting, sorting, ordering and display building in order to ensure maximum department sales and department sales and product availability. Primary learning challenge is product location, ordering and acquiring necessary production speed in cutting, sorting and stocking. This position requires ongoing judgment/decision making, social skills/verbal interaction, reading, moderate to heavy lifting, operation of pallet jack and box cutter and exposure to cold temperatures. Position functions and work hours may vary according to business needs. Assignments and work direction are provided by the Frozen Food and Dairy Manager or person in charge.

ESSENTIAL POSITION FUNCTIONS:

1. Receives, sorts and stocks frozen food and dairy products
 - A. Unloads product off truck
 - B. Monitors and verifies load and signs invoice, locks receiving area
 - C. Know shelf label
 - D. Ensures proper rotation, facing, product handling, load limits, placement and cutting
 - E. Cleaning cases and doors
 - F. Handles overstock
 - G. Monitors proper temperatures for cases and coolers
 - H. Is aware of reasonable productivity expectation
 - I. Invoices in manager basket
 - J. Special orders to Department Manager
 - K. Checks from reps given to P.I.C or Front Office
 - L. Monitors cases for proper temperatures and backcoolers
2. Performs display preparation and upkeep
 - A. Prepares location according to instruction and cuts, stocks and faces display product
 - B. Restocks, rotates and faces display product
 - C. Sale items and coupon items
3. Performs ongoing clean up of sales floor and backroom
 - A. Bossys locked outside middle section
 - B. Performs general aisle clean up immediately, compacts cardboard, stacks pallets, cleans up spills
 - C. Use yellow safety signs on sales floor to warn customers of slippery floor
 - D. Utilizes protective devices as instructed

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- E. Store will provide jackets
 - F. Gloves by work station for you to use
 - G. Milk crates on pallet to go outside
4. Assists cashiers with product replacement and price checks, assists customers with information and product location
- A. Answers and responds to department phone calls
 - B. Know the ad for the week (Posted on cooler door in backroom)
5. Follows all store and department policies and procedures

ADDITIONAL POSITION FUNCTIONS:

6. Notifies Point of Sale of new product and discrepancies
- A. Special store promotions
 - B. Assists in maintaing department signs
 - C. Every production on shelf must be labeled properly
 - D. Pre-price items (Marked 10% off)
7. Assists with product ordering
- A. Seasonal items
 - B. know fast moving items in dairy/frozen
8. Price Checks for competition and Market area
- A. Price check against book and shelf prices
9. Where damage is kept (Cooler - Freezer)
10. Markdown product
- A. Special purchase (reduction)
 - B. Close dates
 - C. Left over ad items