

# General Merchandising Clerk

## **PRIMARY OBJECTIVE:**

To provide stocking for the General Merchandise Department.

## **NATURE AND SCOPE**

Primary emphasis in this position is on stocking, load cutting, ordering and display building in order to ensure maximum 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 light lifting, walking, use of box cutter and pallet jack, social skills/verbal interaction, reading and judgement/decision making. Position functions and work hours may vary according to business needs. Assignment and work direction are provided by the General Merchandise Manager or Store Director of Non-Perishables.

## **ESSENTIAL POSITION FUNCTIONS**

1. Performs cutting, sorting and aisle stocking of general merchandise product
  - A. Completes assignment in allotted time
  - B. Handles and cuts cases properly to avoid product damage
  - C. Properly sorts stock and ensures correct placement and facing on shelf
  - D. Informs pricing department of new product and displays
  - E. Verifies general merchandise stock received with invoice
  - F. Works overstock
2. Scans product for price discrepancies
  - A. Conducts necessary procedures for pricing discrepancies on new product
3. Performs display building
  - A. Prepares location and cuts, stocks and faces display product
  - B. Restocks, rotates and faces product
  - C. Ensures proper pricing and documents are complete
4. Performs clean up of sales floor and backroom
  - A. Pick up/compacts cardboard, stack pallets, cleans up spills, store overstock
  - B. Handles damages items appropriately
5. Assists customers with product location and price check
6. Assists in writing general merchandise order
7. Follows all store and department policies and procedures

## **ADDITIONAL POSITION FUNCTIONS**

8. Assists with quarterly inventory of general merchandise stock
9. Answers and responds to department phone calls in a timely and consistently manner

04/27/06

10. Assists with product resets

**FUNCTIONAL REQUIREMENTS**

Physical – lifting/carrying 10 to 50 lbs., pushing/pulling 50 to 2000lbs., equipment operation (pallet jack, box cutter), climbing ladders, reaching, stooping/bending, squatting, standing, kneeling, turning, walking, reaching, crawling

Mental – writing, judgement/decision making, social skills/verbal interaction, math, memorization, ordering, reading,