

JOB DESCRIPTION

JOB TITLE: Stock Associate
PAY TYPE: Hourly
CLASSIFICATION: Non-Exempt
REPORTS TO: Stock Supervisor, General Manager

SUMMARY: Our organization is one filled with a diverse group of hardworking individuals. On our team, everyone plays an integral role in our daily operations. Our Stock Associates have an important role in the organization in contributing to the success of the operation by performing all stockroom responsibilities, ensuring efficient processes, maximizing stockroom productivity and ensuring a safe environment at all times. The Stock Associate will also be responsible for meeting critical company initiatives and maintaining the operational standards in the stockroom(s) to achieve daily performance expectations.

RESPONSIBILITIES:

- Receive merchandise with a high level of accuracy and efficiency; Maintain accurate receiving documentation, such as receiving logs and packing slips; Report discrepancies immediately.
- Perform all shipping, receiving, and replenishing activities throughout the shift.
- Track and account for all incoming and outgoing merchandise.
- Assist with returns for credit merchandise and processes RTV's, printing merchandise price tickets, and creating orders for locations.
- Minimize merchandise loss and damage by following all relevant procedures and processes and adhere to the Company's procedures and loss prevention requirements.
- Immediately communicate any merchandise shortages, overages, or damages to management.
- Assist with inter-store transfers within airport store locations; Complete daily replenishment function for all locations as well as placing and restocking merchandise.
- May be required to drive company vehicle for relative responsibilities and coverage as needed.
- Assist with inventory control; maintain awareness of back stock positions and fill/stock as needed.
- Adhere to stock room safety procedures in compliance with the company's safety standards, OSHA, and any other applicable regulations.
- Maintain clean, safe and healthy environment; keeping work areas, doorways and emergency exits free from clutter; immediately correcting or reporting any unsafe conditions or practices to management.
- Perform routine housekeeping tasks as required to maintain professional image and appearance of the stockroom, such as sweeping/mopping floors, dusting, and organizing merchandise/boxes on the shelves.
- Follows all operational, company and airport policies, procedures, customer service standards and loss prevention standards to protect merchandise.
- Provide support to fellow employees through sharing of knowledge and assist in completing tasks.
- Demonstrate a sense of urgency to efficiently perform duties and responsibilities to maximize productivity.
- Participate in the completion of quarterly and annual physical inventory counts.
- Help create a positive and inclusive work environment by maintaining respectful relationships with coworkers, management, other tenants and airport staff.
- Maintain consistent dependable attendance and punctuality with flexible availability.
- Maintain professional appearance, good personal hygiene and adhere to company uniform/dress code at all times.
- Follows all customer service standards while on the sales floor.
- Maintain visual merchandising/presentation and cleanliness standards.
- Perform other duties and responsibilities as required or directed.

MINIMUM REQUIREMENTS:

- High school diploma or general education degree (GED).
- At least 1 year of warehouse/stockroom experience, receiving merchandise into a computerized system.
- Must have a valid driver’s license and clean MVR.
- Ability to read, write and communicate in English effectively, read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must be able to pass airport badging and applicable FAA requirements, e.g. fingerprint and background check.
- Ability to work as part of a team and interact professionally and respectfully with others.
- Must have open availability for multiple shifts that include nights, weekends and holidays; this is critical to support the needs of the business and subject to change.
- Display professional, positive attitude, self-motivation, and initiative while being open to feedback.
- Consistent dependable attendance and punctuality.
- Ability to work all assigned work schedules and comply with all time and attendance policies.
- Legally authorized to work in the United States without sponsorship.

PHYSICAL REQUIREMENTS:

- Ability to stand for long periods of time, spend entire shift standing or walking on hard surfaced floors.
- Ability to walk, stand, reach, bend, twist, turn, squat, stoop, kneel, climb, push, pull as well as lift/carry cartons/bins weighing approximately 10-50 pounds each repetitively.
- Vision abilities include close vision, color vision, depth perception, and focus adjustment.
- Must have full hand and arm usage for frequent handling of merchandise (e.g. grabbing, holding, lifting, carrying, and reaching) and usage of equipment such as moving carts, hand trucks and pallet jacks.
- Must be able to have full body rotation and mobility (e.g., bending, stooping, twisting and reaching) to replenish and maintain merchandise, place product on shelving at various heights.
- Must be able to push and pull merchandise fixtures (minimum resistance of 10+ pounds) for presentation and department changes.
- Must be able to handle cleaning equipment (vacuum, broom, mop, duster, etc.) used for maintaining cleanliness.

Disclaimer:

This job description is a summary of the primary duties and responsibilities of the job and position. It is not intended to be a comprehensive or all-inclusive listing of duties and responsibilities. Contents are subject to change at management’s discretion.

Employee Name (print)

Employee Signature

Date