JOB DESCRIPTION

TITLE: Stocker

REPORTS TO: Production Supervisor

BUSINESS UNIT: Distribution Center

DEPARTMENT: Production

JOB TITLES REPORTING TO THIS POSITION: No jobs report to this position

RESPONSIBILITIES INCLUDE:

Loads, unloads, moves, and cuts open cases of product within or near the work site. Places corresponding stock on shelves by reviewing UPC codes.

The successful candidate will be responsible for performing all of the duties successfully, related to Stocking that includes:

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reads carton labels or follows verbal requests to ascertain cases to be moved.
- Cuts open cases of product with knife cutter provided.
- Match carton label to rack label and load materials from work station onto racks in appropriate slots.
- Counts and records number of cases cut and stocked on daily production sheet.
- Stacks or assembles materials not used onto carts.
- Meets productivity and accuracy standard.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION:

- High School Diploma or GED
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- Basic computer skills – requiring able to use a log in and password, follow simple instructions.

EXPERIENCE:

- Previous experience helpful, one to three months related experience and/or training; or equivalent combination of education and experience

LANGUAGE SKILLS:

- Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers.
- Ability to write and speak simple sentences in English.

MATHEMATICAL SKILLS:

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- General housekeeping of work area.
- Other duties as assigned.

PHYSICAL/MENTAL REQUIREMENTS

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and talk or hear.
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- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

REASONING ABILITY:

- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.

My signature below indicates that I have read and understand the content of this job description.

_______________________________  ________________________________
Employee Signature              Immediate Supervisor Signature

(Date)                               (Date)

Approval Date: __________
Approval Date: __________
Revised Date: __________

Manager Initials: __________
Human Resources Director Initials: __________

Business Unit Code: