

Stock Crew Leader

Reports to: Store Manager & Assistant Managers.

1/1/2017 Classification: Non-Exempt / Hourly /Supervisor-Approval Capacity

JOB SUMMARY: To direct stocking crew & ensure that merchandise is stocked in the correct aisles and shelves throughout the store. Lifting capability up to & including 50lbs. (Mon-Fri 12:30-8:30p)

ESSENTIAL FUNCTIONS:

1. Stock Crew Leader helps split and stock all freight. They are NOT considered a regular service teammate at Farm & Home Supply. They will not be required to operate the cash registers.
2. Stock Crew Leaders will communicate with a member of management regarding special projects required on a daily basis.
3. Stock Crew Leaders will review Bill of Lading to identify large quantities and Ad items.
4. Leaders will stage freight on sales floor before stocking crew start their shift.
5. Identifies new items, merchandise transfers, rain checks and special orders.
6. Leaders will assign areas for stockers to start work, based on merchandise on the truck.
7. Stock Crew Leaders will ensure that the stocking crews are consistently following proper F&H policy & procedure on a consistent basis and train crews to operate pallet jacks and tow motors. (renew every 3 years)
8. Identify freight damage and report improper pallet loading to Rod Disseler, Distribution Center Manager.(list items on worksheet)
9. Verifying proper product rotation and basic stocking of merchandise in allocated space, matching the stock number on merchandise to shelf label.
10. Removing damaged merchandise from floor as needed.
11. Maintain and control organized stock room area. (treat this area as a department)
12. Responsible for loading pallets, mail and transfers on trailer.
13. On No-truck days the leader will assemble, or organize merchandise and work back stock as needed.
14. Completes Stocking Crew Worksheet on a daily basis for the Store Manager.
15. A Member of Management and Crew Leader will tour store to ensure projects and tasks were completed at the end of their shift, including trash pick-up & equipment care etc.
16. Required on-line job training available on our Outfitters website.

ADDITIONAL RESPONSIBILITIES: Completes special projects directed by management and additional responsibilities may be assigned throughout the store at any given time.

MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE:

Minimum Age requirement is 18 years old and must possess great leadership and communication skills.