



INTERNAL JOB ANNOUNCEMENT

Direct Sales Delivery (DSD) Clerk #9 Shadyside

REPORTS TO: Store Operator

JOB FUNCTION: Perform the primary responsibility of efficient and accurate checking of all vendor deliveries and perform other functions as required in an efficient manner within company policy.

DUTIES AND RESPONSIBILITIES:

1. Observe all store rules and company policies.
2. Maintain a neat, well-groomed personal appearance at all times and observe company dress regulations.
3. Greet all customers and provide them with prompt and courteous service.
4. Observe shift-operating hours scheduled by store operator.
5. Receive all merchandise and process all credits according to company procedures.
6. Communicate promptly to the store operator any problems or situations which may affect the integrity of the store or the vendor.
7. Verify vendor product is in code on sales floor.
8. Maintain sales floor stock levels for vendor area from back stock between vendor delivery days.
9. Possess a thorough knowledge of the DSD Receiving procedures.
10. Perform the DSD Receiver duties as outlined in the DSD manual.
11. Take stock to applicable storage and/or work area.
12. Comply with safety policies and procedures.
13. Maintain general housekeeping and sanitation standards in compliance with store policy.
14. Observe security standards by staying alert and being aware of both vendor actions and behavior and the unauthorized presence of customers or sales representatives in the receiving area.
15. Ability to read, write, understand, and follow written and verbal instructions.
16. Able to add, subtract, multiply, and divide. Able to calculate figures and amounts such as discounts, gross margins, etc.
17. Ability to unload, transport, and place heavy material weighing up to 100 pounds.
18. Pull or push wheeled vehicles weighing up to 1000 pounds.
19. Perform other duties as requested by management.

If you are interested in being considered for this position, please complete an Internal Application Form and submit to Human Resources.

By: July 28, 2017

EOE