



## We have an opening for part-time: **Haba/Supplement Stocker**

Please read the attached job description in its entirety. If you are interested in this position, complete an online application. If you are an in-house staff member, please submit a letter of interest, which should include any relevant experience or skills that are applicable to the position you are applying for, to the Human Resource Department.

### Schedule:

Hours	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
26 hours	OFF	OFF	2:00 p.m. – 8:00 p.m.	2:00 p.m. – 8:00 p.m.	4:00 p.m. – 10:00 p.m.	OFF	12:00 p.m. – 8:00 p.m.

**Note:** There may be times when additional hours or schedule changes are necessary.

Department meetings are announced when scheduled, and dates and times may vary. Department meeting attendance is mandatory.

### Wage:

- Starts at \$18.03 per hour.
- Increases to \$18.39 per hour after six months.
- After six-month increase the following increases occur:

Total number of hours worked

Start	Six-Month	2080	4160	6240	8320	10400	12480	14560
\$18.03	\$18.39	\$18.75	\$19.32	\$19.90	\$20.49	\$21.11	\$21.74	\$22.39

2080 hours worked is equal to one year if you work full time (40 hours per week). Increases after 2080 hours worked occur every 2080 hours worked up to 14560 hours.

### Benefits:

For all regular status employees:

- 20% discount on store purchases.
- Employee Assistance Program
- Paid vacation time, Extended Illness Leave and Bereavement Leave
- 401(k) Retirement Plan
- Holiday Pay

For employees working 20 – 30 hours per week:

All of the benefits above, plus:

- Life Insurance
- Short Term and Long Term Disability Insurance

For full-time employees working 30 - 40 hours per week:

All of the benefits above, plus:

- Health Insurance
- Dental & Vision Insurance
- Flexible Benefits, Health Savings Account
- Long Term Care Insurance (35+ hours per week)

**Application Deadline:** Open Until Filled

**Questions:** Call Human Resources at 541-3663 ext. 207

**Date Position Posted:** September 26<sup>th</sup>, 2024



## **HABA/Supplement Stocker**

To keep displays, coolers, and shelves fully stocked and to provide prompt, friendly, courteous customer service.

**Department:** Grocery

**Reports to:** HABA/Supplement Manager

## **Duties & Responsibilities**

The essential duties and responsibilities of this position include, but are not limited to, the following:

### **Stocking:**

- Stock shelves fully without overcrowding; face items on shelves.
- Rotate older stock to front, making space for new stock.
- Pull short-date or low-quality items and follow established procedures for recording and disposing of them.
- Label items accurately with price tags or signs. Report price and product discrepancies to buyers.
- Maintain stocking lists for later shifts. Notify buyers of out-of-stocks as needed.
- Take inventories of department stock for buyers as requested.
- Check for back stock when stocking.

### **Customer Service:**

- Assist customers with product questions, in prompt, friendly, courteous manner, referring them to other staff when necessary.
- Offer structure function information on products.
- Help customers place special orders.
- Refer customers to health kiosk or other sources of information as needed.

### **Receiving:**

- Prepare storage areas for incoming deliveries.
- Check deliveries to verify piece count, and check for obvious damage. Notify buyer of discrepancies.
- Help with unloading as needed.
- Sign for deliveries with appropriate adjustments noted on invoice and route invoice to scanning coordinator.
- Set aside special orders, match product with special order form and notify buyer or scanning coordinator.
- Expedite getting out-of-stock items out on the floor.
- Move perishable items into cooler or freezer as soon as possible.

### **Department Maintenance:**

- Keep shelves, coolers, bins and back stock in clean, orderly condition. Dust and clean shelves and product when stocking.
- Remove trash promptly, sweep and mop floor as needed.
- Maintain supplies of bulk bags, tags, twisties and gloves.
- Use equipment safely. Monitor cooler and freezer temperatures. Advise HABA/Supplement Manager of equipment problems.
- Record department shrink promptly and accurately.
- Participate in periodic inventory counts.
- Follow safe working practices.
- Keep stocking carts clean and orderly.

### **Other Responsibilities:**

- Attend department and storewide meetings.
- Answer and route phone calls, take and route messages as needed.
- Perform other tasks assigned by HABA/Supp Manager, Grocery Manager or Manager on Duty (MOD).

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## Qualification Standards

<b>Education/ Training:</b>	High School education or GED preferred, but not required.
<b>Experience:</b>	Familiarity with natural foods, HABA and supplement products preferred.
<b>Knowledge/Skills:</b>	Ability to follow instructions well.
<b>Attendance:</b>	Regular, predictable attendance.
<b>Other:</b>	Ability to work closely with others. Must be 18 years of age or older.

## Position Requirements

<b>Essential Functions / Tasks:</b>	<b>Requirements:</b>
<b>Physical:</b>	
Vision	Ability to read product labels and to distinguish color for quality control.
Hearing	Hearing required to converse with customers and co-workers.
Sense of Smell	Ability to smell for inspecting product, sanitation standards.
Gripping	Frequent- Pick up boxes, cans, other products, tools and equipment.
Lifting	Up to 25 pounds occasionally.
Stooping	Frequent- Stoop and maneuver to pick up boxes from shelving and carts.
Squatting	Occasional- Squatting and maneuver to pick up boxes from shelving and carts.
Push/Pull	Ability to push/pull carts weighing up to 10 lbs. frequently.
Kneeling	Occasional kneeling.
Climbing	Occasional climbing.
Bending	Frequent bending.
Reaching	Frequent- Reach overhead, front, side and back.
Equipment Operation	Ability to safely operate equipment.
Carry Objects	Ability to carry objects weighing up to 10 pounds frequently.
Sitting	Not applicable.
Walking	Frequent- Short distances to bring items from miscellaneous areas.
Standing	Prolonged standing.
<b>Mental &amp; Psychological Demands:</b>	
Comprehension	Understands and retains directions.
Reading/Writing	Basic reading/ writing skills.
Speaking	Communicate effectively with co-workers and customers.
Decision Making	Use basic problem-solving techniques.
<b>Attention to Task/Detail:</b>	
Critical Thinking Skills	Organize tasks and set priorities.
Multi-Tasking	Perform and /or direct multiple tasks simultaneously.
<b>Interaction with Others:</b>	
Customer Service	Ability to interact with the public in a positive and friendly manner.
Co-workers	Work cooperatively with co-workers.
General	Maintain composure under all circumstances.