



JOB DESCRIPTION

JOB TITLE: Stocker-Receiver
DEPARTMENT: Meat
SUPERVISOR: Meat Department Manager
FLSA STATUS: Non-exempt
STATUS: Level 1. Last revised February 2022
PT/FT: Part-Time, 20-25 hours per week, Full-Time, 35-40 hours per week

END GOAL

Three Rivers Market, a cooperative center of sustainable commerce, exists to benefit its members by creating and nourishing a healthier environment, healthier people, and a healthier community.

VISION OF SUCCESS

- Our community has access to healthy food
- Our local economy is humane and strong
- Our natural world is respected, protected, and restored.
- Our people are happy

RESPONSIBILITIES

- Understand, support, and reinforce
 - *The cooperative principles and values*
 - *Three Rivers Market's End Goal and Visions of Success*
 - *Three Rivers Market's product standards and the Principle 6 Cooperative Trade Movement*
 - *Three Rivers Market's customer service vision and standards*
 - *The history of cooperatives, including Three Rivers Market*
 - *Local, organic, and natural foods*
 - *Workplace positivity and accountability*
- Understand the requirements of the job and perform duties and tasks consistently, efficiently, and effectively as directed by the supervisor of the job
- Understand and adhere to organizational and departmental policies and procedures, achieving expected results for the department and the cooperative

ESSENTIAL DUTIES

- 1. Department Operations**
 - a. Respond to customers' requests and needs, following store and department guidelines for excellent customer service.
 - b. Perform daily department tasks as assigned.
 - c. Alert department manager of equipment repair and replacement needs.
 - d. Follow safety, sanitation, and security procedures.
 - e. Properly dispose of unsellable items.
 - f. Contribute to accurate monthly and quarterly inventory counts, as requested.
- 2. Merchandise**
 - a. Ensure Meat Department is clean, fully stocked, correctly rotated, fronted, and faced.
 - b. Ensure well-organized back stock to minimize loss and out of stocks on the retail floor.
 - c. Receive and process orders. Check condition of product and invoice accuracy on all deliveries. Document inaccuracies and items for credit.
 - d. Check for accuracy of shelf tags and sale signs at each product on the shelf and on displays. Alert the department manager of any inaccuracies or needs.
- 3. Other**
 - a. Attend staff and other meetings as necessary and/or requested.
 - b. Perform other tasks as assigned.



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4. Department Maintenance
 - a. Keep retail areas for Meat, stockroom, and equipment including walk in clean, orderly, and efficient condition as assigned.
 - b. Implement regular and thorough cleanings of retail areas for Meat, stockroom, and equipment including walk-in as assigned.
5. Notify Meat Department Manager of specific needs for equipment repair or replacement.

QUALIFICATIONS

- **Availability** – Must be available to work nights and weekends.
- **Education and/or Experience**
 1. High School diploma or equivalent. Grocery experience preferred.
 2. Previous retail experience.
 3. High level of interest in natural and organic foods. High level of interest in the cooperative business structure and in the long-term sustainability of locally-owned, independent businesses preferred.
 4. Very strong work ethic and demonstrable attention to detail. Must be a fast, focused, and hardworking person.
 5. Experience working with the public. Experience with diverse cultures and backgrounds preferred.

PERFORMANCE SKILLS

- **Customer Service** – Puts customers first, treats everyone encountered while working fairly, consistently, and respectfully, ensures efficient, informative, and friendly service, responds to calls for assistance with customer needs, protects customers from internal disagreements.
- **Communication** – Effectively communicates in English. Listens well and gets clarification, communicates respectfully, clearly, directly, and honestly with all others in the organization at all times, understands and uses positive problem solving methods, clearly presents information through the spoken or written word, edits work for spelling and grammar, presents numerical data effectively, reads and accurately interprets written information including all policies and procedures. Has a working phone that receives calls and/or text without delay.
- **Creativity and Initiative** - Generates new and feasible ideas for improving the department and the cooperative overall. Transforms ideas into productive business outcomes. Meets challenges with thoughtfulness, resourcefulness, and creativity. Deals effectively with ambiguity. Brings about great results from ordinary circumstances.
- **Decision Making** – Performs tasks according to department procedure. Exhibits judgment and a realistic understanding of issues. Reviews facts, weighs options, and uses reason, even when dealing with emotional topics. Applies an appropriate sense of urgency when making decisions. Performs basic mathematical procedures correctly.
- **Flexibility** – Remains open-minded and changes opinions on the basis of new information. Learns and adapts to new tasks, situations, and the varying needs of the cooperative quickly and cooperatively.
- **Planning/Organizing** – Prioritizes and plans work activities and uses time efficiently, managing transitions from task to task effectively. Stays productive and focused, maintains a neat work area, and demonstrates attention to detail, performing tasks accurately and efficiently.
- **Professionalism** – Works number of hours/week scheduled for and arrives on time and ready to work for scheduled shifts, meetings, and other tasks or appointments regularly and predictably. Accepts direction willingly. Approaches others in a tactful manner, exhibits calmness and accuracy under pressure, and treats others with respect and consideration regardless of their status or position. Maintains confidentiality and accountability for own actions. Understands technical requirements of job, applies technical knowledge consistently, and follows through on assigned tasks and commitments. Keeps emotions under control.
- **Stewardship** – Conserves and protects the assets and the overall success and sustainability of the co-op. Contributes to and supports improvements to the co-op's systems and standards.



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- **Team Work** –Treats co-workers with consistency and fairness, in a style appropriate to a cooperative work environment. Gives and welcomes feedback and exhibits objectivity, neutrality, and calmness under pressure. Open to others' views. Keeps store, backroom, offices, and other work areas orderly and clean.

WORK ENVIRONMENT

- Fast paced work environment
- Business office with moderate to loud environment including but not limited to: Computers, printers, paging, telephones, human voices, equipment, and machinery
- Work near moving mechanical parts (i.e. store equipment, tools, etc.)
- Work in cold/hot climate areas (i.e. outdoors, walk in cooler, freezer)
- Ability to work in an environment with moderate to loud noises (i.e. equipment and machinery)
- Crowded work spaces. Computer sharing required
- Work in high precarious places (i.e. ladders, ladder work)

ESSENTIAL PHYSICAL QUALIFICATIONS

- Standing, walking, bending, sitting, reaching
- Using hands or fingers to handle or feel
- Use of sharp cutting instruments
- Ability to repeatedly lift up to 50 lbs.
- Ability to team lift up to and over 100 lbs.
- Ability to climb up and down step stools, stairs, ladders
- Ability to use feet and hands to operate machinery and company vehicle(s).
- Ability to work in hot, cold, and wet climates
- High level of maneuverability
- Ability to communicate by talking and hearing

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors, requirements, and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or a work environment change.