



JOB DESCRIPTION

DEPARTMENT: Hickam Commissary
JOB TITLE: Night Shelf Stocker

DATE: July 2020
STATUS: Non-Exempt/Hourly
Pay

PRIMARY PURPOSE: Responsible for stocking commissary merchandise in assigned aisles according to DeCA/Hickam Commissary standards and requirements.

ESSENTIAL FUNCTIONS:

- Complies with the Employment Rules established for Hickam Commissary.
- Works together as a team with the Project Manager, On-site Supervisors and fellow team members in meeting shelf-stocking requirements and timelines of the Commissary.
- Performs shelf-stocking duties in accordance with DeCA/Commissary standards and requirements.
- Meets NEI's productivity requirements, timeline and quality standards/requirements

Daily Duties:

- Complies with the Employment Rules established for Hickam Commissary.
- Assembles and brings necessary equipment/supplies to the assigned work aisle; spray cleaner and rag, scotch tape, box cutter, step stool, prior to starting shelf stocking assignment.
- Reports to the Project Manager or On-site Supervisor for aisle assignment and to be clocked in.
- Cleans shelves, dusts and cleans merchandise and display fixtures, including metal label holders fronting the shelves.
- Removes misplaced and damaged merchandise.
- Opens cases and breaks down boxes.
- Shelves and rotates merchandise by date, if applicable, using the first in-first out method of stocking.
- Ensures shelved merchandise are properly fronted and faced.
- Carries and lifts cartons of merchandise to be stocked.
- Repairs merchandise labels, if necessary.
- Responsible for putting away box cutter, step stool, rags, spray cleaner and scotch tape.
- Reports to the Project Manager or On-site Supervisor when shelf stocking is completed to initiate quality check inspection, reworking if necessary, and to clock out.



Occasional Duties:

- Assists with inventory, clean-up.
- Assists with pulling and staging displays.
- Sets up special displays.
- Separates damaged items - food from non-food items and moves damaged items to the designated damage control areas.
- Marks unlabeled items.
- Other duties as assigned.

WORKING CONDITIONS:

- Frequently indoors under regular commissary, warehouse conditions.
- Frequently exposed to refrigerated, air-conditioned areas.
- Seldom exposed to extreme heat, cold, fumes, noxious odors, mold, gases or poor ventilation.

Equipment Use:

- Frequent use of box cutter, spray cleaner, rag, duster, scotch tape, step stool, hand trucks, carts, pallet jack and ladders.
- Occasional or frequent use of pallet jacks, depending on pulling assignments.

WORK HOURS:

- Flexible: between 8:30 p.m. to 4:30 a.m.
- Flexible work hours and days including weekends, holidays.
- Includes one 30-minute unpaid meal break if working an 8-hour shift.
- Includes one 15-minute paid break if working a 4-hour shift.

TRANSPORTATION:

- Provided by self.

CLOTHING:

- NEi Uniform T-Shirt
- Long pants
- Close toe shoes

PAY:

- \$14.48 per hour



MENTAL DEMANDS:

- Continuous attention to detail and concentration while shelving, dusting, displaying.
- Continuous observation skills, decision-making skills, evaluation skills.

COMMUNICATION DEMANDS:

- Frequently receiving and following instructions.
- Daily communication with Project Manager, On-site Supervisor and co-workers for assignments and coordination of assignments.

PHYSICAL DEMANDS:

- Frequently lifts and carries 30-35 lbs, occasionally overhead.
- Depending on assignments, frequently or occasionally pulls boxes of merchandise weighing about 100 lbs. or more.
- Continuous bending, kneeling, squatting, standing for long periods.
- Continuous balancing, walking, reaching, fingering, handling, lifting.
- Frequent climbing.
- Continuous uses of corrected vision, depth perception, color vision, reading, wide range of vision.
- Seldom requires running.

QUALIFICATION REQUIREMENTS:

Shelf Stocking Productivity Standards:

- 80% or higher productivity level on a consistent basis for individuals with a certified disability.
- 100% productivity level on a consistent basis for individuals who do not have a certified disability.

Skills/Knowledge:

- Able to read at a seventh-grade level.
- Able to communicate verbally, by writing, expressions, or gestures.
- Able to consistently follow directions with instructions.
- Able to work independently.
- Able to perform work assignments systematically, neatly, or in sequential order.
- Able to perform repetitive shelving tasks.
- Able to evaluate, observe and make sound decisions.
- Able to practice safe work habits.
- Able to comply with employment rules.
- Skilled in working effectively with hands.
- Good coordination.



Education and Training:

- Basic schooling/education.

Experience:

- Shelf stocking experience preferred.
- Similar experience with repetitive tasks requiring neatness and the ability to do stacking helpful.