

EXCHANGE™

ARMY & AIR FORCE EXCHANGE SERVICE

Title:	WHSE WRKR (EARLY MORNING STKR)			Job Code:	6661L03-A1
Effective:	10 JUL 2010			Job Series:	Commission: NO
Security Requirement(s):				Appendix:	Third Shift: NO
				Work Load: S	Grade: EC-3
US Job Title:				German Tariff:	US Job Code:
LN Supervisor: NO	LN Manager : NO	Over Time: NO		Last Modified:	26 JUL 2019

Summary of Responsibilities

AS PART OF THE EARLY MORNING STOCKING CREW, PERFORMS A VARIETY OF DUTIES, PRIMARILY PHYSICAL IN NATURE IN THE UNLOADING, SEGREGATING, STAGING, TRANSPORTATION, AND REPLENISHMENT OF MERCHANDISE.

 JOB LOCATION: EUROPE, ITALY, STOCKROOM OPERATIONS
 JOB NUMBER: 397C

1. UNLOADS MERCHANDISE DELIVERY VEHICLES. EXAMINES CASES AND PACKAGES FOR INDICATIONS OF DAMAGE OR PILFERAGE, AND POINTS OUT DISCREPANCIES TO SUPERVISOR.
 2. SEGREGATES MERCHANDISE BY DESIGNATED DEPARTMENT OR SALES CENTER, AND STAGES IT FOR TRANSPORT TO THE SALES FLOOR. STRIPS WRAPPING FROM FASHION MERCHANDISE AND INSERTS HANGERS.
 3. MOVES MERCHANDISE TO SALES FLOOR USING HAD, ROLLER RACK, PALLET JACK, DOLLY, OR HAND TRUCK.
 4. DISPLAYS AND REPLENISHES MERCHANDISE IN A NEAT AND PRESENTABLE FASHION IN ACCORDANCE WITH INSTRUCTIONS. PRICES MERCHANDISE, AS NEEDED. ADVISES SUPERVISOR WHEN DAMAGED/DEFECTIVE MERCHANDISE IS FOUND.
 5. CLEANS FIXTURES AND REMOVES BOXES, TRASH, AND EXCESS MERCHANDISE FROM SALES FLOOR.
 6. PULLS MERCHANDISE FROM VARIOUS LOCATIONS IN THE STOCKROOM, ACCORDING TO INFORMATION PROVIDED BY DEPARTMENTS, AND STAGES FOR THE FOLLOWING DAY'S STOCKING.
 7. ASSISTS IN THE CONDUCT OF INTERIM AND OFFICIAL INVENTORIES.
 8. ENSURES COMPLIANCE WITH FIRE, SAFETY, SANITATION, AND SECURITY REGULATIONS.
- PERFORMS OTHER RELATED DUTIES AS ASSIGNED.

- PHYSICAL EFFORT:
N/A

- SUPERVISORY CONTROL:
WORKS UNDER GENERAL SUPERVISION. FOLLOWS SPECIFIC VERBAL AND WRITTEN INSTRUCTIONS. SITUATIONS WHICH DO NOT FOLLOW ESTABLISHED PROCEDURES ARE REFERRED TO THE SUPERVISOR FOR RESOLUTION. COMPLETED WORK IS CHECKED FOR ADEQUACY.

- WORKING CONDITIONS:
N/A

Qualification Requirements

EDUCATION, EXPERIENCE, ABILITIES, AND SKILLS REQUIREMENTS ARE REFLECTED IN THE APPLICABLE CONDITIONS OF EMPLOYMENT FOR LOCAL NATIONAL EMPLOYEES OF THE U.S. ARMED FORCES IN ITALY (ATT. 1 & 5).

Employee's Acknowledgment: I understand the nature and scope of my official responsibilities. Receipt of a copy of the Job Description is acknowledged.

EMPLOYEE SIGNATURE:		DATE:	
SUPERVISOR SIGNATURE:		DATE:	