



# Example of Store Worker Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of store worker. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for store worker

- May occasionally operate material handling equipment (MHE)
- Work practice
- Unpacks, segregates and stocks counter and/or shelves with merchandise in accordance with established instructions
- Price stamps merchandise
- Works under the general supervision of designated supervisor, carrying out assignments with little review during progress of work
- Perform opening and closing duties for all shifts, 6 days a week and cover shifts if necessary
- Receives from Exchange location stores overshipped and/or damaged merchandise with merchandise transfers and/or other documents
- Assists in preparing chargeback form (SS/105) indicating description, quantity, unit, unit control, reason for return Removes price tags, places identified stock/items in temporary storage location
- Receives merchandise with accompanying chargebacks from vendor
- Receives return authorization (RA) from vendor/manufacturer for return of damaged/overshipped/shipped in error merchandise

## Qualifications for store worker

- Comfortable with physical work, use of ladders and use of tools
- At least 3 years of experience in similar roles, preferably gained in a retail

- Ability to establish and maintain a safe environment for co-workers, visitors & contractors
- AutoCAD experience/capabilities preferred
- Proven ability to prioritize and work efficiently