



Job Description
Retail Store Warehouse/Customer Service Person, FT - Seasonal

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| Job title | <i>Retail Store Warehouse Person, FT - Seasonal</i> |
| Reports to | <i>Retail Store Manager, President</i> |

Job purpose

To facilitate all functions pertaining to the Retail Store Warehouse operations and Customer Service. Assume additional responsibilities as determined by Supervisor or Manager.

Duties and responsibilities

- Assist customers with merchandise.
- Pull and load orders for customers.
- Work safely and efficiently to provide excellent customer service.
- Organize and rotate stock. Assist in inventory maintenance.
- Operate forklift when required (in-house certification required).
- Keep store equipment and supplies organized and maintained consistent with safety and cleanliness requirements.
- Learn and maintain product knowledge.
- Assist in Christmas Tree warehouse as needed.
- Clean and maintain fixtures, displays, shelves and aisles.
- Repackage and label product as needed.
- Maintain a clean and safe working environment.
- Other Duties as assigned.

Qualifications

- High School diploma or GED is required.
- Must be 18 years of age.
- Forklift experience is appreciated. In-house forklift certification is mandatory.
- Must be able to work weekends.
- Experience in warehouse practices is preferred. Must be organized and able to prioritize work.
- The successful applicant will have excellent customer service skills and previous customer service experience.
- Good communication and organizational skills are essential.

Physical Demands

- Must be able to lift 50-70 lbs safely and often daily.
- Requires the ability to climb ladders several times daily as needed.
- Must be able to safely use hands and arms in reaching and moving materials and products.
- Requires lifting, bending, standing or walking on a hard surface for long periods.
- Must be able to climb stairs.
- Must be able to work in indoor and outdoor environments.

Working Relationship

Work closely with warehouse and store personnel. Position requires frequent customer interaction. Must maintain a positive, professional and safe attitude at all times.

Salary/Benefits

Salary: DOE

Application Instructions

A completed employment application is required to be considered for employment. Applications are available by request at the front counter. Email hr@akmillandfeed.com to request an application, or with questions. Resumes are accepted for preliminary review.

Directly reports to:

Store Manager, President

Alaska Garden & Pet Supply, Inc. is an equal opportunity employer. Alaska Garden & Pet Supply, Inc. makes every effort to ensure that in every phase of its recruitment and selection process, equal employment opportunity is provided to all individuals, regardless of race, color, sex, age, creed, marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran's status.

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| Approved by: | |
| Date approved: | |
| Reviewed: | |

Provided for reference only.