

Oryana

Job Description



Job Title: Bulk Attendant
Department: Grocery
Reports To: Bulk Sub-Department Lead
FLSA Status: Non-Exempt
Pay Level:
Prepared By: WW/EH/BB/GE
Prepared Date: 1/14

Summary

Maintains the bulk department by filling bins, cleaning the department, processing orders, and providing customer service to external and internal customers by performing the following duties.

Essential Duties and Responsibilities

- Provides excellent customer service through product knowledge and friendly, courteous assistance.
- Fills bulk bins with product and maintains proper labels.
- Cleans bulk bins, shelves and floor as needed and maintains scoops and utensils in bulk area.
- Fills bag and tie areas.
- Maintains other bulk areas such as teas, spices, nut butters and coffee areas.
- Checks inventory for variety and quantity of goods.
- Checks in orders from receiving.
- Uses measuring tools to weigh and organize product.
- Rotates back-stock product making sure that older product is used first.
- Maintains back room bulk area by organizing and cleaning.
- Labels product and tags sale items.
- Pre-packages bulk products for retail sale.
- Stocks pre-packaged products in retail store space.
- Records and tracks old goods for quick sale.
- Leaves bulk room clean at the end of the shift.
- Reports on equipment malfunctions, breakage, or missing parts.
- Understands and meets organic handling protocols, organic integrity standards, and ServSafe protocols.
- Other duties may be assigned.

This job description is a general description of job functions. It is not intended as an employee contract, nor is it intended to describe all duties someone in this position may perform. All employees of Oryana are expected to perform tasks as assigned by supervisory or management personnel, regardless of job title or routine job duties.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service – Responds promptly to customer needs; Responds to requests for service and assistance; meets commitments.
- Teamwork – Balances team and individual responsibilities; Contributes to building a positive team spirit.
- Organizational Support – Follows policies and procedures; Supports organization's goals and values.
- Quality – Demonstrates accuracy and thoroughness.
- Safety and Security – Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Attendance/Punctuality – Is consistently at work and on time.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

No prior experience or training.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; talk or hear and feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl and sit.

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The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; outside weather conditions and extreme cold. The noise level in the work environment is usually moderate.

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