

Job Duties: Warehouse-Stock

- Receive shipments and distribute product to sales floor or storage bays as directed
- Accurately, efficiently, and neatly re-stock merchandise
- Monitor accuracy of deliveries
- Transport and organize merchandise in warehouse and on sales floor in a manner that does not inconvenience customers or pose a safety hazard
- Maintain organized warehouse
- Maintain current and accurate knowledge of products and promotions
- Assist customers by packing and/or transporting purchases to their vehicles
- Assist with store operations by covering cash duties when needed; may be asked to become familiar with operating cash register and related equipment accurately and quickly; processing purchases; and assisting in returns, refunds, or exchanges using appropriate procedures
- Ability to utilize retail technology
- Recognition of merchandising issues, stock problems, pricing concerns, labeling and signage issues and notification of management on these issues
- Greet customers and make them feel comfortable and welcome
- Assist customers in person and on the telephone a courteous and professional manner by identifying their needs, assisting with purchasing decisions, locating merchandise, and resolving issues and concerns
- Assists in monitoring shoplifting activity
- Actively participates and assists in the training and development of peers
- Follow direction provided by store leadership
- Help maintain a clean and well-stocked store
- Follow company and legal policies and procedures for wine and liquor sales
- Uphold all company policies and procedures outlined in the employee handbook
- Other duties as assigned
- **Must be at least 18 years of age**

All associates are expected to maintain a high professional standard in individual behavior, courtesy and respect and to demonstrate the ability to work in and contribute to a positive work environment. **Attention to detail, good judgment, and strong interpersonal skills are required.**

Existing knowledge of wine & spirits is not required for hire but is considered helpful. On-the-job product training and education will be provided as needed.

Ability to climb a ladder; physical ability to move bulky and/or heavy goods and ability to perform tasks that may require prolonged standing, sitting, twisting, bending and other activities; job may, at times, require exposure to the elements