

## Stockroom Associate Description and Agreement

### Qualifications

- a. Meet all the requirements of a Volunteer at the Marine Gift Shop.
- b. Ability to supervise volunteers.
- c. Excel and retail formula experience preferred.

### General Responsibilities

- a. Report to the Director of Operations and Assistant Manager.
- b. Read and sign this Stockroom Associate Description (to be kept in the personnel file).
- c. Schedule at least two full shifts per week and one full Saturday a month.
- d. Be available to work shipments, special events and inventory.
- e. Attend scheduled Marine Gift Shop Associate and Volunteer meetings.
- f. Notify Assistant Manager or Volunteer Coordinator when unable to meet work commitment to schedule make-up days and communicate upcoming leave dates.
- g. Adhere to the Marine Gift Shop dress code while working in the Marine Gift Shop.
- h. Comply with regulations outlined in the Marine Gift Shop Standard Operating Procedures.
- i. Complete cash register training and be competent in usage.

### Specific Responsibilities

- a. Assist in preparing the stockroom prior to receiving a shipment and organizing the stockroom following unpacking a shipment.
- b. Examine new stock for damage/discrepancies and report such information to the Director of Operations and/or Assistant Manager.
- c. Be knowledgeable about the Marine Gift Shop inventory in order to answer customer and volunteer questions.
- d. Keep track of slow-moving and aged merchandise as well as damaged floor merchandise.
- e. Assist Director of Operations/Assistant Manager with inventory.
- f. Be familiar with the process of printing price tickets.
- g. Provide leadership and direction to volunteers working in the stockroom.

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Associate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Operations

\_\_\_\_\_  
Date