



TRIANGLE
Distributing Company



Triangle Distributing Co. Inc. Policies and Procedures Manual
Policy # VIII, A, 3, d – “Sales Associates” Job Descriptions
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“Weekend Stocking” Job Description

Objectives: Accountable for stocking the back stock inventory and merchandising displays to exceptions of both Triangle’s standards and needs of our customers.

Report to: Weekend Supervisor

Pre-requisites: Valid Wisconsin Driver’s License with a clear driving record for the previous five years. Ability to: operate a fork lift safely, work independently, possess excellent organizational skills, and, maintain flexibility in work schedule.

Physical Requirements: Employee must be able to safely handle product as set out by the physical strength test administered by Bellin Occupational Health.

Primary Job Functions:

1. Merchandising Back Stock –Filling all Tringle products to capacity both on the cooler shelf, warm shelf, and on display.
2. Product Handling – Ability to: read code dates and handle packages without damage. Knowledge of: rotation procedures and damage procedures will be discussed prior to employment.
3. Displays – Understanding the importance of displays. Ability to: choose good display locations, build displays and merchandise displays. Knowledge of types of displays.

Secondary Job Functions:

1. Knowledge – Understand all policies, procedures, rules and regulations as published in the Policies and Procedures Manual.
2. Company requirements – Maintain company good will at all times. Greet all accounts and make sure your presents in know. Sign in at all accounts as required. Promote a pleasant and positive attitude at all times.

3. Payroll – Stocking hours are on an honor system and must be filled out completely of the payroll form. Hours must be submitted to the Weekend Supervisor by noon Monday of each week
4. Miscellaneous – Report a personal injury, property damage or accident to immediate supervisor on the same shift as the injury, damage or accident occurred. If supervisor is unavailable contact Human Resources.

Appearance:

- Clean, well-pressed clothing with no inappropriate or offensive language.
- Jeans are allowed but must not have holes in them or hanging off your waist.
- Clean-shaven or well-groomed facial hair (daily).
- No flat brimmed hats
- No facial jewelry
- No open faced shoes, moccasin, or sandals at allowed.

Professionalism:

1. Confrontation and insubordination in dealing with customers or other employees are prohibited.

Signature

Date