
Stock Worker and Receiver

UY4075

Job Overview:

The Stock Worker and Receiver provides administrative and logistical support to warehouse operations, which includes receiving merchandise, unloading or unpacking goods, marking items with identification codes, stocking shelves, and assisting customers with order placement. They work in stores, warehouses, stockrooms, and other storage facilities. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

General Responsibilities:

- Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment.
- Receives, lifts, moves, stores, issues, counts, sorts, weighs, and verifies items on requisitions or invoices.
- Receives and processes a wider variety of incoming freight, including stationery supplies, chemicals, electronic equipment, and other materials daily across perimeter buildings and according to priority.
- Compares incoming and outgoing shipments to bills of lading, invoices, orders, or other records to verify information.
- Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates.
- Communicate with vendors, carriers, and internal departments to coordinate delivery schedules and confirm receipt of goods.
- Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- Fills orders, issues supplies from stock and rotates stock to ensure freshness.
- Resolves delivery problems using a computerized account payable/purchasing system.
- Maintains confidentiality of all items received and shipped.
- Assembles and delivers equipment such as glassware carts.
- Utilizes in-house inventory tracking system to assist with daily, weekly, and monthly inventory counts as directed.
- Provide clerical support for inventory audits and compliance reviews.
- Prepares assets for distribution, including transportation and storage.
- Returns damaged items or other items to vendors that do not meet Sodexo specifications.
- Maintains cleanliness and orderliness of storage areas by sweeping and mopping.

- Provides security for all stock in the storeroom and/or refrigerator/freezer.
- Follows all safety requirements of Sodexo, the facility, local, state, and federal jurisdictions.
- May move or transport materials or supplies to other departments using hand or industrial trucks.
- Complies with all Sodexo HACCP/OSHA, and/ or local policies and procedures related to all assigned work.
- Reports all accidents and injuries in a timely manner.
- Complies with all company safety and risk management policies and procedures.
- Participates in regular safety meetings, safety training and hazard assessments.
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

Job Qualifications:

Experience/Knowledge:

- 0-1 year experience.

Skills/Aptitude:

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to use a computer.

License/Qualifications

Certifications:

- May require a valid driver's license.
- May require a forklift operation certification.

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule helpful.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may exceed 8 hours.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift 35 pounds and occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally in an indoor setting, however, may participate in outside activities and events.
- Varying schedule to include evenings, holidays, weekends, and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ Date _____

Manager _____ **Date** _____