

**Island Enterprises Incorporated**  
Job Description

**Position:** Inventory Replenishment Associate  
**Department:** Kamilche Trading Post  
**Date:** August 16, 2017  
**Hourly Rate:** \$11.00  
**Reports to:** Store Manager  
**Position Opens:** August 21, 2017  
**Position Closes:** September 01, 2017

**SUMMARY:**

The employee occupying this position will be required to perform a variety of duties that are centered on serving our valued customers in the most hospitable way possible while maintaining adequate stock levels, proper product placement and store cleanliness at all times.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following and other duties as assigned by management.

Must be able to provide pleasant and courteous service to our customers; assists customers and responds to questions and requests in a pleasant, timely manner

Stocks backroom storage area products to sales areas as needed, ensures all products are rotated to ensure freshness and proper execution of FIFO (first in first out). These products include but are not limited to:

Grocery, beverage, cigarettes, other tobacco products, beer, wine, liquor and other products as needed.

Ensures all products are checked for code dates and follows procedures for credits or store waste.

Maintains a constant awareness of store cleanliness as necessary to maintain a clean and neat store image at all times.

Sweeps and mops all floor areas as needed

Cleans all glass windows and doors every shift

Empties all trash receptacles as needed and places trash in dumpster

Assist the lead on duty as needed.

Checks and cleans restroom area on an hourly schedule.

Keeps backroom storage area clean and organized.

Maintains outside store cleanliness and checks on a regular basis.

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

**PLANNING/ORGANIZING:** Prioritizes and plans work activities; uses time efficiently.

**SAFETY and SECURITY:** Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**ATTENDANCE/PUNCTUALITY:** Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments 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.

**CONFIDENTIALITY:** This position requires strict confidentiality.

**EDUCATION and/or EXPERIENCE:** High School graduation or General Education Degree (GED); or equivalent combination of education and experience.

**DESIRED QUALIFICATIONS:** Ability to deal with public, courteous, pleasant and with strong customer service.

**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.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written 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 and reach with hands and arms. The employee is frequently required to sit; use hands to finger, handle, or feel with frequent hand and wrist movements; and talk or hear; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and ability to adjust focus. The employee will frequently use sharp knives, box cutters, etc.

**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 frequently exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually moderate.

**DRUG FREE WORKPLACE:** The successful candidate will be required to follow the Squaxin Island Tribe's drug policies.

**INDIAN PREFERENCE:** Preference for Squaxin Island Tribal members is in effect for this position.

**CONTACT:** Human Resources at 360-426-3442