



DBI Beverage Sacramento

Job Description

Job Title: *Merchandiser*

Job Code **Job Grade ***

FLSA Job Classification*(3): *hourly* *salaried non-exempt* *exempt*

DBI Job Classification (3): *full-time* *auxiliary/part-time* *temporary*

**determined by HR department/job evaluation process*

Reports to (District Sales Manager)

General Purpose: *(Summarize overall purpose of job)*

Support the Sales Department through display building and installation of point-of-sale materials and to increase the visibility of the Company's products without having an accident or injury. Visit assigned accounts, filling all DBI distributed products, rotating products and rebuilding/building displays.

Essential Functions: *(Core duties or tasks that is fundamental to the performance of the job. That is, if an incumbent could not perform one or more essential functions, the job would not get done. Most jobs have three to eight essential functions. List, in order of importance, the percentage of time the incumbent will devote to each essential function).*

- | | <i>% of Time</i> |
|---|------------------|
| <i>1 Drive to DBI Beverage customer accounts daily and maintain product quality through merchandising and rotation of all DBI Beverage products in all areas of the account where product is located. (i.e. shelves, coolers, backroom stock, and displays)</i> | <i>30%</i> |
| <i>2. Builds creative, accessible displays in retail account using appropriate point of sale materials. Displays should be visible, priced correctly and rotated.</i> | <i>15%</i> |
| <i>3. Maintain a clean, neat and organized backroom.</i> | <i>15%</i> |
| <i>4. Properly complete all daily paperwork and turn into Supervisor on time. Accurately report all hours worked, must follow meal and rest period requirements, accurately report all company mileage and submit timely to your supervisor.</i> | <i>15%</i> |
| <i>5. Communicate to your supervisor and sales representative on a daily basis any problems or opportunities that arise. (i.e. – out of stocks, out of code, unusual competitor activity, etc.)</i> | <i>5%</i> |
| <i>6. Consistently manage breakage. (identify and communicate)</i> | <i>5%</i> |
| <i>7. Establish and maintain a professional level of rapport with retail personnel and provide outstanding customer service.</i> | <i>5%</i> |
| <i>8. Assist sales representatives in cooler resets and developing sales opportunities.</i> | <i>3%</i> |

Secondary Functions: (Non-essential duties or tasks that are not fundamental to the performance of the job. That is, if an incumbent could not perform one or more secondary functions, the job would still get done. List in order of importance and the percentage of time that the incumbent will devote to each secondary function).

	<i>% of Time</i>
<i>1. Works/drives in a safe manner at all times to avoid injury, preventable accidents and damage to DBI equipment.</i>	<i>2%</i>
<i>2. Follow all company policies</i>	<i>2%</i>
<i>3. Maintain a professional appearance at all times</i>	<i>2%</i>
<i>4. Performs other duties as assigned.</i>	<i>1%</i>

Qualifications/Basic Job Requirements: (Specify minimum number of years of job-related experience required; type of degree required; certificates/licensure. Specific skills required, e.g., computer programs, secretarial skills, special machines, etc.)

ADMINISTRATIVE SKILLS:

Ability to accurately complete all internal control records, forms and reports in a timely manner. Attend and participate in periodic meetings to discuss sales goals, new products, safety training, etc.

FUNCTIONAL/TECHNICAL KNOWLEDGE:

Ability to use a variety of hardware tools, including a hacksaw, drill, screwdriver, staple gun, etc. Prefer knowledge of merchandising procedures (displays, point-of-sale, tools, paperwork, etc.).

COMMUNICATION SKILLS:

Must have good verbal and written communication to communicate professionally to Accounts, Sales Account Managers and DBI Management.

SKILLS SET COMPETENCIES / ESSENTIAL PHYSICAL REQUIREMENTS:

0 – 3 years merchandising experience and at least 18 years of age.

Must have valid drivers' license, acceptable driving record, reliable transportation, and auto insurance coverage with the minimum amount specified by the company.

Maintain a neat, well-groomed appearance creating a favorable image and maintain proper conduct.

AREA OF REQUIRED KNOWLEDGE:

High school diploma or equivalent.

Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or associate from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Ability to Move Distances within and Between Warehouses/Offices | <input checked="" type="checkbox"/> Lifting 50 Pounds and 170 Pounds on occasion |
| <input checked="" type="checkbox"/> Color Perception (Red, Green, Amber) | <input checked="" type="checkbox"/> Climbing | <input checked="" type="checkbox"/> Carrying 50 Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | <input type="checkbox"/> Ability to Mount and Dismount Forklift/Truck | <input checked="" type="checkbox"/> Driving (local/over the road) |
| <input checked="" type="checkbox"/> Clear Speech | <input checked="" type="checkbox"/> Pushing/Pulling | <input checked="" type="checkbox"/> Bend, squat, sit and stand for prolonged periods of time |
| <input checked="" type="checkbox"/> Touching | | |
| <input checked="" type="checkbox"/> Dexterity | | |
| <input checked="" type="checkbox"/> Hand | | |
| <input checked="" type="checkbox"/> Finger | | |

Mental/Reasoning Requirements:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Reading - Simple | <input type="checkbox"/> Writing- Complex | <input type="checkbox"/> Analysis/Comprehension |
| <input type="checkbox"/> Reading - Complex | <input checked="" type="checkbox"/> Clerical | <input type="checkbox"/> Judgment/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple | <input checked="" type="checkbox"/> Basic Math Skills | |

Work Environment:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Shift Work | <input checked="" type="checkbox"/> Outside | <input checked="" type="checkbox"/> Pressurized Equipment |
| <input checked="" type="checkbox"/> Works Alone | <input checked="" type="checkbox"/> Extreme Heat – summer temperatures | <input checked="" type="checkbox"/> Moving Objects |
| <input checked="" type="checkbox"/> Works with Others | <input checked="" type="checkbox"/> Extreme Cold – customer cold boxes | <input checked="" type="checkbox"/> High Places |
| <input checked="" type="checkbox"/> Verbal Contact w/Others | <input checked="" type="checkbox"/> Noise | <input checked="" type="checkbox"/> Fumes/Odors |
| <input checked="" type="checkbox"/> Face-to-Face Contact | <input checked="" type="checkbox"/> Mechanical Equipment | <input type="checkbox"/> Hazardous Materials |
| <input checked="" type="checkbox"/> Inside | <input checked="" type="checkbox"/> Electrical Equipment | <input checked="" type="checkbox"/> Dirt Dust |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by associates assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.