



Job Description: Stockroom Team Member

Revision Date:	V2 6-2020	Reports To:	Stockroom Manager
Department:	Stockroom	Position Type:	Full-Time
FLSA Status:	Non-Exempt (Hourly)	Travel Required:	None
Starting Rate:	\$12.50 (Level 4)	Bonus Plan:	Monthly Stockroom Goal Share
Direct Reports:	N/A		
Key Relationships:	Internal: Sales, Service and Embroidery teams External: N/A		
Role Purpose:	The purpose of the Stockroom Team Member position is to ensure orders are completed in a timely and accurate manner for our customers.		
Key Responsibilities:		Key Performance Indicators:	
Complete Work Orders	<ul style="list-style-type: none"> • On-time order completion percentage • Quality issues 		
Utilize Inventory	<ul style="list-style-type: none"> • Used garments issue percentage 		
Attendance	<ul style="list-style-type: none"> • On-time attendance 		
Company Values	<ul style="list-style-type: none"> • Model company values 		
Safety	<ul style="list-style-type: none"> • Follow safe practices and procedures 		
Job Description:			
Primary Tasks (%) Pulling garments (25%) Heat sealing (20%) Issuing work orders (15%) Sewing emblems (15%) Receiving daily orders (10%) Receiving returned garments (10%)		Top Responsibilities Include: 1. Use computers 2. Apply barcodes 3. Apply emblems 4. Alter clothing 5. Communicate with other teams regarding clothing/emblems or any other issues	
Secondary Tasks (%) Miscellaneous tasks and reporting as assigned by supervisor or member of Leadership Team (5%)			
Essential Skills:		Essential Values:	
Strong work ethic Attention to detail Good interpersonal skills Adaptability		Honesty: truthful and sincere Integrity: follows through on promises Excellence: desires to do everything well Relationships: values and respects others	