

Job Description

Position: Dairy Clerk

Overview:

A dairy clerk stocks and rotates product to maintain case levels and proper code dates, works in a cooler for maximum periods of 20 minutes each, in temperatures 32° to 40°, repeatedly during a shift, and stocks dairy products in refrigerated dairy food cases with temperatures near freezing. A Dairy Clerk also unloads product from trucks, operates stock dollies, pallet jacks, mechanical price marking devices and case cutters. They lift and stack up to 50 # and reach and stock product on shelves up to 6 ft high. In addition, they communicate and give direction to other employees and customers, and perform sweeping and general cleaning functions.

Job Requirements:

1. Work in temperatures of 32° to 40° for up to 20 minutes, repeatedly during a shift.
2. Stock product in cases with temperatures near freezing.
3. Lift & stack up to 50 pounds.
4. Approve vendors invoices.
5. Reach & stock product up to 6 ft high.
6. Follow verbal & written instructions.
7. Maintain case stock levels.
8. Pull or push wheeled vehicles weighing up to 1,000 pounds.
9. Operate mechanical price stampers & labelers.
10. Maintain case stock levels.
11. Control inventory levels.
12. Maintain product rotation and control loss.
13. Provide verbal & physical assistance to customers.
14. Operate pallet jacks.
15. Operate hydraulic baler.
16. Operate floor scrubbing machinery.
17. Operate fork lifts.
18. Perform sweeping and cleaning functions.
19. Operate telephones and intercoms.
20. Lift and move pallets up to 80 pounds.
21. Bag and carry out trash