

*SEE ROCK CITY, INC.*  
**JOB DESCRIPTION**

Title: <b><i>STOCK AND INVENTORY PARTNER</i></b>	Team: Clumpies, Kitchen
Reports to: Clumpies Production Manager	Status: Part-Time, Non-Exempt

**Summary**

*The Stock & Inventory Partner will restock our scoop shops, deliver wholesale and online orders, and prepare online shipments and products. Under the direction of the Stock & Inventory Team Leader the Stock and Inventory Partner is responsible for the following duties:*

**Responsibilities**

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times.
- Assists in unpacking, processing, and labeling of retail merchandise.
- Coordinates delivery needs with Stock & Inventory Team Leader.
- Delivers merchandise to the Clumpies retail shops, wholesale, and online customers.
- Assists with operations in Clumpies Scoop Shops and Events as needed.
- Performs other duties assigned by management.

**Qualifications**

- Possess an outgoing, friendly personality and the desire to provide quality service.
- Must possess a current driver's license and clean driving record.
- Ability to communicate and interact effectively in one-on-one and small group situations.
- Must have strong mathematical skills with the ability to add, subtract, multiply, and divide in all units of measure with whole numbers, common fractions, and decimals using a calculator.
- Must have the ability to multitask and work independently; be self-motivated to complete daily tasks with minimal supervision.
- Must be able to regularly work in extreme temperatures (heat and cold).
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 50 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.