

Bueno Beverage Company

JOB DESCRIPTION

TITLE: Shelf Fill Representative

CLASSIFICATION: Non-Exempt, Part-Time

REPORTS TO: Team Leader/ Supervisor

Purpose of position: Stock and rotate Bueno Beverage Company L.P.'s products at assigned retail accounts in accordance with SBC business practices.

Essential Functions: (must be able to perform these functions, with or without reasonable accommodation)

- Stock shelves and down-stack product
- Assure product is in proper rotation
- Keep back-stock clean and organized
- Rebuild displays and handle POS (Point of Sale) materials
- Utilize hand-trucks and pallet jacks to safely move product
- On occasion, assist Delivery Drivers with the delivery duties
 - Including unloading and down-stacking product
- Comply with all legal guidelines, wholesaler agreement and Anheuser-Busch standards
- Ensure compliance with all aspects of the ABC (Alcoholic Beverage Control) laws and guidelines
- Render polite, responsive and courteous service to our customers
- Adhere to all safety procedures and personnel policies
- Regular attendance is required in order to deliver exceptional customer service
- Other duties as assigned

Skills, knowledge and abilities: (these are required to enable job holder to perform the essential functions of the job)

- Must be able to drive a car
- Must maintain a good driving record with a valid California Class C license and be insurable according to company standards
- Must be able to read, write and communicate in a professional manner
- Must establish and maintain an effective working relationship with supervisor, employees and coworkers
- Must be able to work a flexible schedule, on short notice, including weekends and holidays
- Must maintain a neat, clean and professional appearance at all times
- Must be able to lift and carry objects weighing up to 50 lbs. regularly and ability to maneuver a single keg up to 162 lbs., with little to no assistance
- Must be able to maneuver product with hand-truck possibly exceeding 200 lbs.

- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe condition to the responding manager.
- Maintain all company equipment and vehicles in accordance to company standards
- Ensure all company electronic devices, cell phone, iPad, laptops, etc. are returned daily to the appropriate docking station

Experience and Education Requirements:

- High school diploma or GED certificate
- Beverage industry experience or training a plus

Working Conditions:

Extreme physical exertion, exposure to inclement weather and exposure to fumes and noise from vehicles.

Primary functions require sufficient physical ability and mobility ; walk, stand and sit for prolonged periods of time; frequent stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weight; operate assigned equipment and vehicles; and verbal communication to exchange information.