



JOB DESCRIPTION

Job Title: PROCESSOR

Department: Distribution Center

Location: Distribution Center

JOB SUMMARY AND PURPOSE

The Processor is passionate about our brand, and amazing prices. Completes all handling of merchandise to ensure quality and accuracy. Friendly, helpful, and detail oriented. Works diligently to achieve unit per hour goals. Takes pride in the ticketing process. Works as a partner to ensure continued flow of merchandise through the DC to the store. Brings a positive, can-do attitude to work every day and are a valued team player. Ensures Gabe's DC is a great place to work!

WORKING RELATIONSHIPS

Reports to the Production Supervisor.

DUTIES AND RESPONSIBILITIES

- ★ Consistently performs to meet or exceed unit per hour goals to support DC processes and payroll.
- ★ Treats others with respect and professionalism.
- ★ Ensures the DC is neat, clean, organized, and safe for our crew members.
- ★ Follows all company policies and procedures.
- ★ Supports other areas or projects as needed or directed by the management team – maintains an awareness of a safe work environment and supports a culture of integrity in the DC.
- ★ Communicates effectively with other crew members and management team.
- ★ Demonstrates the ability to work without supervision and complete projects in a timely manner.
- ★ Performs all job functions with safety.

Pricing

- ★ Executes ticketing of merchandise accurately and within unit per hour goals based on direction from the management team.

Sorter

- ★ Sorts or mixes incoming merchandise into desired locations.

Box Maker/Taper

- ★ Puts boxes together to be filled.
- ★ Tapes completed priced boxes.

Put-To-Store Module (Ohio DC Only)

- ★ Allocation processing, "putting," packing, and shipping preparation.
- ★ Tracks inventory levels, including transit between operations and storage racking.
- ★ Processes inventory debits/credits, to prevent loss or misplacement of backstock inventory.

QUALIFICATIONS AND EXPERIENCE

- ★ High School diploma or GED equivalent is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- ★ Demonstrates ability to maintain professionalism.
- ★ Always positive and friendly.
- ★ Proven time management, prioritizing, and organization skills.
- ★ Ability to stand for long periods of time and lift moderate weight (up to 50 lbs.).
- ★ Demonstrates ability to multi-task.
- ★ Goal oriented and driven to be successful.
- ★ Demonstrates personal urgency to meet and exceed goals in efficiency and processes.
- ★ Demonstrates ability to work with and without supervision.
- ★ Punctual and able to work overtime, holidays, and weekends as needed.
- ★ Understands the role they play in DC results and support of stores.

SUPERVISION

This position does not have any supervisory responsibilities.

COMPETENCIES

- ★ **Product Focus** – The ability to maintain direction and stay on target with the goals and project at hand to enhance the customer experience with our products and services
- ★ **Action Oriented** – Enjoy working hard and enthusiastically take on new challenges. Focus on solutions—not problems.
- ★ **Functional/Technical Skills** – Accomplish a job with complete technical and functional knowledge and skills.
- ★ **Initiative** – Identifies what needs to be done and takes action before being asked, when the situation requires it. Takes prompt action to accomplish objectives and achieve goals beyond what is required.
- ★ **Decision Quality** – Make correct decisions based on analysis, experience and judgment.
- ★ **Drive for Results** – Push themselves and others consistently to meet or exceed goals.
- ★ **Managing and Measuring** – Assign responsibility and set clear, measurable objectives.
- ★ **Quantity of Output of Work** – The amount of work produced by this person or group is amazing. No matter how high the production or output goals are set, more is produced than expected in all areas. Almost always number one in productivity.
- ★ **Customer Focus** – Makes customers and their needs a primary focus of one's actions.
- ★ **Ethics and Values** – Adhere to appropriate core values and beliefs during good and bad times. Act in line with those values.
- ★ **Peer Relations** – Find common ground and solve problems in a balanced manner that gains the trust and support of peers.
- ★ **Approachability** – Build rapport and put others at ease. Easy to talk to. Listen.

PERFORMANCE MEASURES

- ★ Unit Per Hour, Carton per Hour and Ticketing Accuracy measures
- ★ DC Productivity Reports

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public