

J. ROUSEK TOY CO. INC.

Shipping Clerk

-Job Description-

Department: Retail Shipping Reports to: Retail Shipping Manager
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1. Handling the Merchandise

- a. Build assortments when required
 - i. Including kits (Ex: Superball assortment)
- b. Count items accurately and use miscellaneous items
- c. Bag and/or check toys as needed
- d. Pull and/or box orders
- e. Answer questions for/assist walk-in customers

2. Stocking

- a. Stock the shelves
- b. Assist with restocking the boxes upstairs
- c. Examine bins for quantities and descriptions
- d. Unload the containers and help restock storages

3. Other Duties

- a. Only speak with Shipping/Warehouse Department Head when calling in sick or late
- b. Fulfill any additional requests of the shipping managers or owner as needed

A valid California Driver License with clean driving record required.