

Target Stocker Job Description

- Receiving incoming shipments of products and/or supplies
- Storing items until they can be processed by other workers
- Preparing items for shipment
- Delivering items to other locations
- Loading and unloading trucks
- Filling orders
- Restocking shelves
- Ensuring that all equipment and materials are used safely and properly
- Following all company policies, procedures, and guidelines as they relate to the position
- Maintaining a neat and organized workplace
- Ensuring all assigned tasks are completing quickly to beat deadlines
- Performing all duties and responsibilities in compliance with all laws, rules, and regulations
- Maintaining constant alertness and awareness of surroundings
- Reporting all unsafe conditions or situations immediately to the management team or immediate supervisors
- Keeping all areas of the store free of clutter and debris
- Properly disposing all trash and recyclables in accordance with local ordinances
- Adhering to all safety precautions and practices as outlined in the employee handbook
- Participating in all training programs offered through the company
- Providing accurate information when asked questions about company policies and procedures
- Complying with all federal, state and local laws, rules and regulations regarding the handling of hazardous material, chemicals, and waste, and other dangerous substances
- Assisting with maintaining inventory levels and accuracy
- Working cooperatively with other departments and assisting as needed
- Rendering the best service to guests and employees

- Attending all scheduled meetings and participating actively
- Staying informed of changes in the industry and company policies and procedures.