

Bullseye Glass Co.

Job Description

Department: **Resource Center (Portland, OR)**

Position: **Part-Time Stockperson**

Lines of Responsibility

Reports to: Assistant Store Manager, National RC Manager

Supervises: N/A

Essential Qualifications

Prior customer service experience required

Ability to lift 50 lbs on a continuous basis

Good time management skills

Ability to work alone and with minimal supervision

Good communication skills

Good organizational skills

Good at problem solving

Pay close attention to detail

Essential Functions

Receive, manage and stock inventory

Other Functions

Inventory maintenance

Interacting with customers

Physical requirements / Use of Senses

Sitting: Infrequent.

Standing/walking: Frequently. To move throughout retail and warehouse.

Climbing: Frequently. For going up and down ladders to retrieve stock.

Lifting/carrying: Frequently up to 50 lbs. Pull glass from the warehouse and stock in the Resource Center.

Handling/grasping: Frequently. To pull and stock glass.

Pushing: Frequently. To maneuver glass carts transferring sheet glass and frit from the warehouse to the RC.

Speaking/hearing: Frequently. To speak with employees and customers.

Finger dexterity: Frequently. To-handle glass for pulling stock from the warehouse and stocking in the RC.

Near vision: Frequently. For reading reports and for computer entry and interacting with customers. Good eye for color.

Far vision: Frequently. For maneuvering about the facility.

Mental requirements / Attributes

Interaction with others: Frequently. Communicates with co-workers, supervisors, employees, and customers.

Time/deadline/shift/overtime requirement: Frequent deadlines, no overtime.

Attention to detail: Frequently. Accuracy is critical for almost all phases of the job.

Critical judgment: Frequently. May need to identify problems or assess situations quickly.

Positive attitude: Continually. When interacting with both employees and customers.-

Operation of Equipment / Tools

Glass Carts. Frequently. To move sheet glass and frit from the warehouse to the RC.